



**St. Helens Council**

**Confidential**

|          |           |
|----------|-----------|
| Job Ref. | App. Ref. |
|          |           |

**Application for the post of** .....

**Section/School** .....

**Department** .....

**1. Personal details**

Full Name ..... Title: .....

Have you ever been known by any other name/names.      Yes       No

*(If yes, please state details)* .....

Address .....

Postcode .....

Home telephone no. .... Work telephone no. ....

Mobile telephone no. .... Email address (optional) .....

National Insurance (N.I.) no. ....

**2. Present employment**

| Post | Date commenced | Employer/Employing body/<br>Nature of employment | Grade/Salary |
|------|----------------|--|--------------|
|      |                |  |              |

**3. Notice** required by present employer .....

#### 4. Education and Professional Qualifications

| Secondary Education/<br>establishment(s)       | Qualification(s) obtained | Grade |
|--|---------------------------|-------|
|  |                           |       |
| Further Education/Training<br>establishment(s) |                           |       |
|  |                           |       |

#### 5. Membership of Professional Bodies

Please give details of any professional body of which you are a member. Indicate those obtained by examination

| Professional body | Membership no. | Level of Membership | Date joined |
|-------------------|----------------|---------------------|-------------|
|                   |                |                     |             |

## 6. Additional information

Please refer to the person specification and state how your career history (including all your previous paid, unpaid or voluntary work, or work at home), qualifications and training meet the criteria specified. Please remember, this information will be used as part of the selection process so you must make your case in a concise, well-organised and positive way. This statement may be attached as a separate document, if preferred.

Knowledge

Skills/Abilities/Competencies

Experience

Special attributes

## 7. Referees

Please enter the names and addresses of **two** referees. One should be your present or most recent employer

|                                |                                |
|--------------------------------|--------------------------------|
| 1. Name .....                  | 2. Name .....                  |
| Relationship .....             | Relationship .....             |
| Address .....                  | Address .....                  |
| .....                          | .....                          |
| .....                          | .....                          |
| Telephone no. (home) .....     | Telephone no. (home) .....     |
| Telephone no. (business) ..... | Telephone no. (business) ..... |
| Email address .....            | Email address .....            |

Please indicate if your references can be contacted before the interview.

1. Yes  No                       2. Yes  No

References will only be considered after a selection has been made.

**8. Employment history and gaps in employment (with the most recent first)**

Please state full employment history including gaps since leaving full-time education

| Post or unemployment status | From<br>Day/Month/<br>Year | To<br>Day/Month/<br>Year | Employer/Employing body/<br>Nature of employment | Grade/<br>Salary | Reasons for leaving |
|-----------------------------|----------------------------|--------------------------|--|------------------|---------------------|
|                             |                            |                          |  |                  |                     |

- 9.** St.Helens Council require a candidate for an appointment to disclose whether, to his/her knowledge, he/she is a partner or relative of any Councillor or employee of the Council. A candidate who fails to do so is disqualified from such appointment. The Council will also disqualify any applicant who directly or indirectly seeks the support of any Councillor for appointment with the Council.

|   |  |
|---|--|
| Please state 'Yes' or 'No' whether you are so related                   |  |
| If you answer 'Yes', please give their name and state the relationship. |  |

**10. Rehabilitation of Offenders Act**

*(It is important that you refer to the enclosed guidance notes before completing this section.)*

Do you have any unspent convictions? Yes  No

|  |  |
|--|--|
| <p>If 'Yes' please give details of the conviction(s), caution(s), reprimand(s), warning(s) and date(s) that are unspent. If you are not sure whether your convictions are spent, please contact Nacro for further advice. <a href="http://www.nacro.org.uk">www.nacro.org.uk</a></p> |  |
|  |  |

**11. Are you disabled?** *(Please refer to the enclosed guidance notes before answering this question.)*

Yes  No

Candidates with a disability who demonstrate they meet the essential criteria for the job as detailed on the Person Specification will be interviewed.

**12. Section 15 to 25 of the Immigration, Asylum and Nationality Act 2006**

*(Please refer to the enclosed guidance notes before answering this question.)*

Do you have the right to work in the UK? Yes  No

The successful applicant will be required to produce documentary evidence of their right to remain and take up employment in the UK.

**13.** Please state where the advertisement for the post was seen .....

**14.** The information provided in your application will be processed in accordance with the requirements of the Data Protection Act 1998. It will be treated as confidential and used only for the purpose of employment-related matters and the provision of workforce monitoring statistics. Checks will be undertaken to validate the information provided.

Under the Council's liability to protect the public funds its administers, if you are appointed, the information provided may subsequently be shared with other departments of St.Helens Council and with other relevant bodies solely for the purpose of prevention and detection of fraud.

Applications from unsuccessful candidates will be destroyed 12 months after completion of the recruitment processes, in accordance with the Retention Schedule.

***I declare that these particulars are true to the best of my knowledge. I also acknowledge that the information which I have provided to the Council will be used for the purpose stated and give my consent to such use.***

**Signature of Applicant** ..... **Date** .....

This Council is an Equal Opportunity Employer.

---

N.B. Due to the need to minimise costs, acknowledgement of receipt of applications will only be sent out on the inclusion of a stamped addressed envelope with your completed application form. After the closing date, if you have not received any further communication within four weeks, you should assume that your application has been unsuccessful. If this should occur, the Council would like you to apply for any other post which you may see advertised, and for which you feel you may be suitable. Applications for each post are considered entirely on their own merits, and lack of success in one application will not prejudice consideration given to future applications.

---

When complete, this form should be sent to:

**Human Resources Section  
Ground Floor  
Town Hall  
Victoria Square  
St.Helens  
WA10 1HP**



## St. Helens Council

### **Contact Centre**

Wesley House  
Corporation Street  
St. Helens WA10 1HF

**Tel:** 01744 676789

**Minicom:** 01744 671671

**Fax:** 01744 676895

**Email:** [contactcentre@sthelens.gov.uk](mailto:contactcentre@sthelens.gov.uk)

→ [www.sthelens.gov.uk](http://www.sthelens.gov.uk)



Please contact us to request translation of Council information into Braille, audio tape or a foreign language

[thedesigstudio@sthelens.gov.uk](mailto:thedesigstudio@sthelens.gov.uk) 1501168R  
January 2015



# Equal Opportunity Employment Policy

The Council is an equal opportunity employer. The aim of the Council's policy is to ensure that no job applicant receives less favourable treatment on the grounds of gender, race including colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, age, being pregnant or having a child, being or becoming a transsexual person, religion, belief or lack of religion/belief, or disability, or is disadvantaged by conditions or requirements which cannot reasonably be shown to be justifiable.

## Monitoring: Job Applicant's Form

In order to ensure the successful development of this policy in relation to recruitment and selection, all applicants for jobs are requested to fill in the appropriate details as shown below. Existing employees of the Council, as well as external applicants, are included in this monitoring scheme.

**Questions 1 to 4 must be completed. Completion of Questions 5 and 6 is optional.**

**The information you supply will be treated as strictly confidential and will only be used for monitoring purposes. Copies will not be available to members of the selection panel.**

## About the job for which you are applying...

Please provide the following information about the job for which you are applying:

Name .....

Department ..... Post Title .....

Post Reference Number ..... Grade .....

## About you...

1. Date of Birth 

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| D | D | M | M | Y | Y |
|---|---|---|---|---|---|

2. Please indicate your ethnic origin (*Please tick the appropriate box.*)

| White   |       |                            | Mixed                     |                         |                 |                            |
|---------|-------|----------------------------|---------------------------|-------------------------|-----------------|----------------------------|
| British | Irish | Any other White background | White and Black Caribbean | White and Black African | White and Asian | Any other mixed background |
|         |       |                            |                           |                         |                 |                            |

| Asian or Asian British |           |             |                            | Black or Black British |         |                            | Chinese or other ethnic group |       |
|------------------------|-----------|-------------|----------------------------|------------------------|---------|----------------------------|-------------------------------|-------|
| Indian                 | Pakistani | Bangladeshi | Any other Asian background | Caribbean              | African | Any other Black background | Chinese                       | Other |
|                        |           |             |                            |                        |         |                            |                               |       |

3. Please state your gender and marital status (*Please tick the appropriate box.*)

4. Are you disabled? (*Please tick the appropriate box.*)

| Gender |        | Marital Status |        |               | Disability |    |
|--------|--------|----------------|--------|---------------|------------|----|
| Male   | Female | Married        | Single | Civil Partner | Yes        | No |
|        |        |                |        |               |            |    |

*(Please refer to the enclosed guidance notes before answering this question.)*

**Please note: It is important that you provide the above information**

5. What is your culture, belief or religion? - *Providing this information is optional.* (*Please tick the appropriate box.*)

|         |           |          |       |        |        |      |                                |
|---------|-----------|----------|-------|--------|--------|------|--------------------------------|
| Atheist | Christian | Buddhist | Hindu | Jewish | Muslim | Sikh | No culture, belief or religion |
|         |           |          |       |        |        |      |                                |

Any other culture, belief or religion, please state: .....

6. Are you or your partner a reservist, or has your partner or you ever served in the British Armed Forces? (*Please tick the appropriate box.*)

|     |    |        |         |
|-----|----|--------|---------|
| Yes | No | Myself | Partner |
|     |    |        |         |





## Applying for a job with St.Helens Council

### Important advice in completing this application

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. The following advice should help you to complete your application form as effectively as possible.

If you have a disability then help is available via the Supported Employment Team. Tel. 01744 677828.

### Some points to bear in mind before you start

Look carefully at the job description, person specification and application form. Ask yourself why you are interested in the job. Do not copy the same application form for a series of jobs.

Try to complete the form in a concise, well-organised and positive way.

Please use the application form provided, continuing on separate sheets if necessary. **Please do not** send a curriculum vitae (CV) instead of the application form.

Please remember to complete the Equal Opportunity Employment Policy Monitoring Sheet, as it is an essential basis for the Council to determine whether its Equal Opportunity Policy is working with regard to employment.

### Application form

*The following headings correspond to some of the appropriate sections in the application form:*

- |  |  |
|--|--|
| <b>Post Applied for:<br/>Department:</b>                     | The full title should be completed, and the relevant Section/School/ Department.   |
| <b>1. Personal details:</b>                                  | Make sure that your full name, address and telephone number are legibly written.   |
| <b>2/3. Present Employment:<br/>Notice required:</b>         | If you are working, complete Section 2, giving the relevant details of your current job, and Section 3, indicating how much notice you have to give your employer.   |
| <b>4. Education and<br/>Professional<br/>Qualifications:</b> | Please refer to the person specification and ensure any qualifications required are listed in Section 4.<br>This information is used to assess whether you are fully qualified for the vacancy, so it is important to ensure nothing has been omitted. You will be required to produce evidence of qualifications obtained.  |
| <b>6. Additional Information:</b>                            | Section 6 is probably the most important part of your application, as you have to make your case here for selection. Make sure you write in a concise, well-organised and positive way. Please refer to the Person Specification and state how your career history (including all your previous paid, unpaid/ voluntary work or work at home) meets the criteria specified. It is important to demonstrate how you meet the essential criteria. If a driving licence is required, please ensure you indicate this in the special attributes section. |
| <b>7. Referees:</b>  | All appointments are subject to receipt of two satisfactory references. You should provide details of two referees, one of whom should be your present or most recent employer. Councillors are not permitted to act as referees for any appointment.<br><br>References will only be considered after a selection has been made.   |



**8. Previous Employment:** Starting with your last employer, in Section 8, list all the employers you have worked for, providing the job title, the period you worked for them, the kind of work you did, your grade and salary, and the reason you left. This information may be used to assess whether you meet the experience requirement for the vacancy, State dates as day, month and year (e.g. 10th October 1998 as 10/10/98). Check that dates are correct and in reverse date order.

**10. Rehabilitation of Offenders:** The Rehabilitation of Offenders Act applies to this post so you need not disclose convictions which are classed as 'spent' under the Act. If you are unsure whether a conviction is classed as 'spent' or not, please seek advice before completing this section.

**Past convictions will not necessarily be a bar to obtaining a position.**

If you have past convictions and disclose them, consideration will be given to the nature of the offence stated and its relevance to the post applied for.

**11. Disability:** Question 11 asks you to state whether you are disabled. This is to enable the Council to comply with the provisions of the Equality Act 2010. Under this Act, a disabled person is someone who has, or has had, a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

The intention of the Act and the Council's Equal Opportunity Policy (see below) is to ensure that disabled people are treated fairly, and that reasonable provision will be made for individuals' particular needs, both at interview and subsequently in employment. In addition, it is our policy that all candidates with a disability who meet the minimum criteria for the job will be interviewed.

**Equal Opportunities Policy:** As a major employer and provider of services, St.Helens Council aims to provide equality of opportunity for employees and users of its services.

The Council's policy is to ensure that no job applicant, employee or service user receives less favourable treatment on the grounds of gender, race including colour, nationality, ethnic or national origin, sex, marital status, sexual orientation, age, being pregnant or having a child, being or becoming a transsexual person, religion, belief or lack of religion/belief or disability.

As part of its recruitment and selection process, the Council will consider and aim to meet all reasonable requests for adjustments to the literature produced or process to ensure that its policy can be applied.

**Armed Forces** St.Helens Council has signed the Armed Forces Community Covenant, and as such is committed to ensuring equality of opportunity in employment for armed forces, reservists, veterans, armed forces, service leavers, their partners or widow(er)s, and the partners of Serving Personnel. The British Armed Forces means The Royal Navy, The British Army and The Royal Air Force.

**12. Immigration, Asylum and Nationality Act 2006:** This Act came into effect on 29 February 2008 and requires an employer to make thorough checks prior to employment to ensure that prospective employees are entitled to work in the United Kingdom. You will be required to produce documentary evidence of your right to remain and take up employment in the UK.

**14. Finally!** Check your application form to ensure that you have completed every section, and then sign and date the form.

Send it to the address on the advert.