



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/ Nature of employment	Grade/Salary

3. **Notice** required by present employer

4. Education and Professional Qualifications

Secondary Education/ establishment(s)	Qualification(s) obtained	Grade
Further Education/Training 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. Sickness

Please state how many days of sickness you have had in the last two years
(N.B. All appointments are subject to a satisfactory medical report - please see guidance notes.)

8. 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)

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.

9. Previous Employment (with the most recent first)

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

Post	From Day/Month/ Year	To Day/Month/ Year	Employer/Employing body/ Nature of employment	Grade/ Salary	Reasons for leaving

- 10.** 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.	

11. Rehabilitation of Offenders Act

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

Have you ever been convicted of any criminal offence? Yes No

If 'Yes', please give details of the conviction(s) and date(s) that have not been 'spent' in accordance with the Rehabilitation of Offenders Act.	

12. 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.

13. Section Eight of the Asylum and Immigration Act 1996

(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.

14. Please state where the advertisement for the post was seen

15. 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
Ground Floor
Town Hall
Victoria Square
St.Helens
Merseyside
WA10 1HP**

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 sex, race, colour, nationality, marital status, sexuality, age, trades union activity, disability, political or religious belief, 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 Question 5 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
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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	
Male	Female

Marital Status		
Married	Single	Civil Partner

Disability	
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:

St.Helens Council offers a translation and interpretation service covering foreign languages, British Sign Language, Braille and audio tape, and all public areas within the Council's main Town Centre offices have disabled access.

For a translation of any St.Helens Council publication, please provide your name and address and the name of the language you require to the Contact Centre, quoting the title and/or reference number of the document.

Jeśli chcieliby Państwo otrzymać tłumaczenie jakiegokolwiek publikacji Rady St Helens, prosimy o podanie nazwiska, adresu i nazwy wymaganego języka do Centrum Kontaktowego, podając tytuł i/lub nr referencyjny dokumentu.

Para recibir una traducción de cualquier publicación del St Helens Council (Consejo del municipio de St Helens), por favor indíquenos su nombre y dirección y el idioma con el que se comunicará con el Contact Centre (Centro de Contacto), así como el título y/o el número de referencia del documento.

St Helens काउन्सिल की کسی بھی اشاعت کے ترجمہ کے لئے، براہ مہربانی رابطہ مرکز کو اپنا نام اور پتہ دیں اور اس زبان کا نام جس میں ترجمہ کی ضرورت ہے، اس دستاویز کا عنوان اور/یا حوالہ نمبر دیتے ہوئے۔

St Helens काँउन्सिल के किसी प्रकाशन के अनुवाद के लिए कृपया संपर्क केन्द्र को अपना नाम, पता और उस भाषा का नाम जिसकी आपको आवश्यकता है, डाक्यूमेंट का नाम तथा संदर्भ संख्या को उद्धृत करते हुए दें।

若要获取 St Helens 委员会任何刊物的译文，请将您的姓名、地址和语言 种类告知“联系中心”，并注明文件标题和/或编号。

Para sa pagsasalin ng kahit na anong publikasyon ng St Helens Council, paki paalam ang inyong panaglan at address at ang pangalan ng lenguwaheng kailangan niyo sa Contact Centre, paki saad ang titulo at/o numerong reference ng dokumento.

Contact Centre
Wesley House, Corporation Street, St.Helens,
Merseyside WA10 1HF
Tel: (01744) 456789
Minicom: (01744) 671671
Fax: (01744) 456895
Email: contactcentre@sthelens.gov.uk



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