



**APPLICATION FOR EMPLOYMENT**

[www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)

**1 VACANCY DETAILS** Please complete in own handwriting in BLACK INK – or type if preferred

Job Title:

Post Reference Number: Closing Date:

**2a PERSONAL INFORMATION**

Forename(s): Telephone Numbers: Home: Mobile: Work:

Surname: Can you be contacted at work?  Yes  No

Address: E-mail address:

Post Code:

**2b DRIVING INFORMATION**

Do you own a car?  Yes  No

Do you have access to a car?  Yes  No

Do you hold a current valid driving licence?  Yes  No

Please describe, e.g. Car/LGV/PSV/HGV/Motorcycle/Full/Provisional

Do you have any current/pending driving endorsements or convictions?  Yes  No

If YES, please provide details:

**3 EDUCATION, QUALIFICATIONS, LEARNING & DEVELOPMENT**

**Educational Qualifications (most recent first):**

Please give details of your education and qualifications. Please note that you will be asked to present the original copies of certificates issued to you by the examining body for verification and copying. You should include in this section any current studies you are undertaking. **If you require further space, please continue on a separate sheet under the heading Education, Qualifications, Learning & Development.**

Education/Qualification details include level/subject	Result/Grade	School/College/University/Provider



3	EDUCATION, QUALIFICATIONS, LEARNING & DEVELOPMENT continued	

Professional Qualifications/Membership:		
Qualification/Professional body	Level	Current membership status

Learning and Development:	
List key learning and development events undertaken that are relevant to your application including personal development, in-house workshops, commercial and special training courses. Include any apprenticeships, training schemes, evening classes, adult education or other learning development events.	
Event	What did you gain from this event?

**4 EMPLOYMENT/WORK EXPERIENCE**

Please include any previous work experience paid, or unpaid starting with the most recent. **If you require further space, please continue on a separate sheet under the heading Employment/Work Experience.**

**NB** Please include any previous career history with this Council.

Name and address of Current <input type="checkbox"/> or Last Employer <input type="checkbox"/>	Job Title:	
	Present or last wage/salary or grade:	
	Notice required:	
	Start Date:	
	Leaving Date:	
	Reason for leaving/wishing to leave:	

**Brief summary of duties:**

Previous Employers/Organisations. Please give details of all jobs held including part-time and unpaid work.	Date (most recent first)		Position held/Brief duties	Wage/Salary and reason for leaving
	From	To		

Previous Employers/Organisations (continued)	Date		Position held/Brief duties	Wage/Salary and reason for leaving
	From	To		

**Please give details of any gaps in your employment history:**

**5 REFERENCES**

Please indicate two people who are willing and able to comment on your suitability for this job. Please ensure the first reference is your current employer or most recent employer. The second reference should be the employer prior to your most recent job. Please note that should you be made a conditional offer of employment with the Council, references will be sought as part of the pre-employment process.

*(If you have only worked for one employer in the last 3 years, the second reference could be a character reference. If you have never worked, please provide two character references. School leavers – one of your references should be from the Head Teacher/Principal of your school/college.)*

1st	Name:		2nd	Name:	
	Address:			Address:	
	Postcode:			Postcode:	
	Tel No:			Tel No:	
	Email:			Email:	
Capacity (e.g. Current Manager)			Capacity (e.g. Former Manager)		
Can this referee be approached before interview? <input type="checkbox"/> Yes <input type="checkbox"/> No			Can this referee be approached before interview? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**6 SUPPORTING INFORMATION**

In this section please refer to the Job Description and Person Specification. Describe how you meet the requirements. You may include voluntary work that may be relevant and include any other information that you wish to be considered in support of your application. **If you require further space, please continue on a separate sheet under the heading Supporting Information. Please note that CVs will not be accepted.**

<b>7</b>	<b>ASYLUM AND IMMIGRATION ACT 1996</b>
Do you have the legal right to live and work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Please provide your National Insurance Number</b>	
(If you are invited to interview you will need to bring with you evidence of your legal right to live and work in the UK. Your passport, birth certificate or confirmation of your National Insurance Number are acceptable documents. If these are not available we will notify you of other appropriate documents.)	
<b>8</b>	<b>DECLARATION OF INTERESTS</b>
Please give details of any relationship to any member of the Council (Borough Councillor) or any other employee or if you are negotiating a contractual relationship with the Council, please specify.	
NOTE: Canvassing will lead to disqualification.	
<b>9</b>	<b>DECLARATION</b>
This Authority is under a duty to protect the public funds it administers, and to this end we may use the information you have provided for the prevention, detection and investigation of fraud. We may also share this information with external bodies for these purposes where this is permitted by law. Where we are legally obliged to do so, this may include comparing different sets of information held about you by ourselves and others.	
<i>I consent to the Borough Council obtaining information from relevant third parties, processing the personal information supplied by me for the above purposes, and also for recruitment selection and equal opportunities purposes in accordance with the Data Protection Act 1998 and if appointed this information will form the basis of my personnel file.</i>	
<i>I understand that canvassing of any Borough Councillor or employee of the Borough Council or giving any false information will make my application unacceptable and, if appointed, may lead to my dismissal.</i>	
<i>I declare that the information I have given on this form and the accompanying Equal Opportunities Monitoring Form is to the best of my knowledge, true and complete.</i>	
Please print your name: .....      Signed: .....      Date: .....	

Completed "Application For Employment" and "Equal Opportunity Monitoring Forms" must be received by Human Resources at the address below **by 5pm** on the stated closing date. Late applications after 5pm will **NOT** be accepted.

**Please clearly mark the envelope -**

**Job Application (Confidential)**  
**Human Resources**  
**Newcastle-under-Lyme Borough Council**  
**Castle House**  
**Barracks Road**  
**Newcastle-under-Lyme**  
**ST5 1BL**

If you require acknowledgement you should enclose a stamped addressed envelope with the completed application form.

It is not possible to notify all applicants of the outcome of their application. If you have not been notified that you have been selected for interview within **4 weeks** of the closing date, please assume that your application has not been progressed to the next stage of the process. Please do not let this deter you from applying for future vacancies within Newcastle-under-Lyme Borough Council.



Application No:

## EQUAL OPPORTUNITIES MONITORING FORM

[www.newcastle-staffs.gov.uk](http://www.newcastle-staffs.gov.uk)

Newcastle Borough Council is committed to equality and aims to ensure equal access and equal opportunities for all. Therefore, the Council aims to ensure that no prospective employee receives less favourable treatment as a result of their gender, marital or civil partnership status, ethnic origin, religious belief, sexual orientation, age, disability, carer responsibilities, criminal record or for any other reason which cannot be shown to be justified. In order to assist us we would like you to answer the questions below. All of the information provided will be treated in confidence and will be used by Human Resources for the purpose of providing statistics for equal opportunities monitoring.

The Equal Opportunities Monitoring Form does not form part of your application. This form will be detached from the Application for Employment Form upon receipt and will be kept separate.

<b>10a VACANCY DETAILS</b>	
<b>Job Title (and Post Reference Number):</b>	<b>Closing Date:</b>
<b>Where did you see the post advertised? (If internet, please state which website):</b>	

<b>10b PERSONAL INFORMATION</b>	
<b>Forename(s):</b>	<b>Surname:</b>

<b>10c DISABILITY</b>	
Newcastle-under-Lyme Borough Council is a Disability Confident Employer. Part of this commitment ensures that any disabled candidate who meets the "Essential" requirements of the Person Specification will be guaranteed an interview.	
<b>Do you consider yourself to be disabled as defined under the Equality Act 2010?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'Yes', do you have any specific requirements in relation to attending an interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, what are your requirements?	

<b>10d GENDER</b>	
Male <input type="checkbox"/>	Female <input type="checkbox"/>

<b>10e AGE</b>							
Under 18 <input type="checkbox"/>	18 – 24 <input type="checkbox"/>	25 – 34 <input type="checkbox"/>	35 – 44 <input type="checkbox"/>	45 – 54 <input type="checkbox"/>	55 – 64 <input type="checkbox"/>	Over 65 <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
<b>Date of Birth (dd/mm/yy):</b>							

<b>10f ETHNICITY</b>		
<b>Asian or Asian British</b>	<b>Black or Black British</b>	<b>Mixed</b>
Bangladeshi <input type="checkbox"/>	African <input type="checkbox"/>	White and Black African <input type="checkbox"/>
Chinese <input type="checkbox"/>	Caribbean <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>
Pakistani <input type="checkbox"/>	Other Black <input type="checkbox"/>	White and Asian <input type="checkbox"/>
Indian <input type="checkbox"/>	<b>White</b>	<b>Other Ethnic</b>
Other Asian <input type="checkbox"/>	British <input type="checkbox"/>	<b>Prefer not to answer</b> <input type="checkbox"/>
	Irish <input type="checkbox"/>	
	Eastern European <input type="checkbox"/>	
	Gypsy/Romany/Traveller <input type="checkbox"/>	

<b>10g SEXUAL ORIENTATION</b>	<b>10h RELIGION OR BELIEF</b>
<b>Sexual Orientation</b>	<b>Religion or Belief</b>
Bisexual <input type="checkbox"/>	Buddhist <input type="checkbox"/>
Gay Man <input type="checkbox"/>	Christian <input type="checkbox"/>
Gay Woman/Lesbian <input type="checkbox"/>	Hindu <input type="checkbox"/>
Heterosexual/Straight <input type="checkbox"/>	Jewish <input type="checkbox"/>
Other <input type="checkbox"/>	Muslim <input type="checkbox"/>
Prefer not to answer <input type="checkbox"/>	Sikh <input type="checkbox"/>
	Other <input type="checkbox"/>
	No religion or belief <input type="checkbox"/>
	Prefer not to answer <input type="checkbox"/>

This form should be returned together with your Application for Employment in an envelope marked: Job Application (Confidential), Human Resources, Newcastle-under-Lyme Borough Council, Castle House, Barracks Road, Newcastle-under-Lyme, Staffordshire, ST5 1BL.

*Thank you for your assistance in completing this form.*

<b>A Clean, Safe and Sustainable Borough</b>	<b>A Borough of Opportunity</b>	<b>A Healthy and Active Community</b>	<b>Becoming a Co-operative Council which delivers high quality, community driven services</b>
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