

Job Application Form

This form should be used to apply for a job and should be accompanied by an Equality Details Form. This form contains important information which will be used to assess your application for the role and also to then confirm your employment and personal details and so you should ensure it is accurately completed, and that you have clearly demonstrated how you meet the requirements of the role.

Further guidance is available in our Applicant Guide to Applying for a Job. This form must be received prior to the specified closing date and is available in other formats on request. **For queries about the role, your application or to submit this form, please use the details provided in the advertisement.**

As an employer we are committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic origin, nationality, sexuality, gender identity, marital status, religion, trade union activity or age.

Vacancy Details

Job Title			
Service			
Campaign No.			
Where did you first hear / read about this job?			
Do you wish to apply for the position on a part-time or job-share basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Personal Details

Surname(s)			
Forename(s)			
Title			
NI Number			
Home Address			
Home Tel. No.	Mobile Tel. No.		
Email Address			

Teaching Staff Only	Teacher Reference number (DfES) (if known)	
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Employment History

Provide details of your employment history, starting with your most recent / current employer and working back. Please account for any gaps. Continue on a separate sheet if necessary.

Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			
Employer			
Job Title			
Start Date		End Date	
Reason for Leaving			
Address of employer / brief details of duties and responsibilities			

Education

Provide details of your education history, starting with your most recent / current experience and working back. Please account for any gaps. Continue on a separate sheet if necessary.

Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			
Establishment			
Start Date		End Date	
Education Type (e.g. Degree)			

Qualifications / Training

Provide details of your qualifications which are relevant to the job. Continue on a separate sheet if necessary.

Type / Level	Subject	Date Obtained	Result

References

Please give details of two referees, one of which must be your current or most recent employer and the second either an employment or educational reference.

We will seek references when you accept a provisional job offer except in instances where the role involved children or vulnerable adults where we will seek references prior to interview.

Surname(s)			
Forename(s)			
Title			
Job Title			
Address			
Telephone No.			
Relationship to you			
Email Address			
Can we seek this reference without further consent from you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Surname(s)			
Forename(s)			
Title			
Job Title			
Address			
Telephone No.			
Relationship to you			
Email Address			
Can we seek this reference without further consent from you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Application Questions

Provide any additional information or comments you wish to bring to the attention of the selection panel. In this section you must ensure you demonstrate fully how you meet each of the criteria set out in the person specification of the post you are applying for including any experience, skills and abilities that you have gained, both in work and outside paid work such as voluntary / community work. You may find it helpful to address each of the criteria in turn. Continue on a separate sheet if necessary.

For queries about the role, your application or to submit this form, please use the details provided in the advertisement.

For assistance with this form, please contact;
Resourcing Centre, Shire Hall, Market Place, Warwick CV34 4RL
Email: recruitment@warwickshire.gov.uk. Tel.: 01926 418125

Additional Questions

We positively encourage applications from disabled people who have the necessary skills and experience for the job. For disabled people who are able to show they meet the essential requirements for the job, we are pleased to guarantee an interview. If you have a disability, please outline below any reasonable adjustments you require for interview and / or to help you in this job.

Do you consider yourself to be disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require reasonable adjustments for your interview?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, provide details.		
Do you have a conviction which is not spent under the Rehabilitation of Offenders Act 1974? If you are applying for a post which requires an Enhanced Disclosure & Barring Service (DBS) Check most convictions remain unspent and you must declare them. However the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, provide details. You may provide this information separately from your Job Application Form.		
Do you have any cautions, warnings, convictions, orders or other determinations made in respect of yourself or a member of your household that would render you disqualified from working with children up to the age of 8 as per the Childcare (Disqualification) Regulations 2009, replacement or similar legislation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have YES, provide details. You may provide this information separately from your Job Application Form.		
(Teaching positions only) Are you subject to a prohibition order/interim prohibition order issued by the Secretary of State that would prevent you from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you have YES, provide details. You may provide this information separately from your Job Application Form.		
Provide details of any memberships you have with any organisation that may be relevant to the job you are applying for.		

Declaration

I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Data Privacy Statement

Before you can submit your application form we need your consent to hold your data and process it. The information below highlights who handles your data, how it is handled how it is processed and your rights.

Who is collecting your data?

The recruiting organisation (Warwickshire County Council) are collecting your data for recruitment, selection and employment related purposes only.

What information is being collected?

Application

The **personal information** we are collecting as part of your application will typically consist of;

- Your contact information (Name, address, email, contact telephone number)
- A description of your work experience, skills and education
- Your responses to specific application questions
- Any referee contact information you provide us (Name, address, email, contact telephone number)

The recruiting organisation will also collect **sensitive personal data** which will consist of your;

- Religion, • Ethnic origin, • Sexual orientation, • Disability status

Any sensitive personal data provided, will be used only to produce and monitor equal opportunities statistics.

Assessments

As part of the selection process you may be required to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by the recruiting organisation. For example, you might complete a written test, or we might take interview notes.

Offer and Pre-Employment Checks

When an offer of employment is made, you will be asked for information so that pre-employment checks can be carried out.

The recruiting organisation will typically;

- Ask you to provide proof of your identity and ability to work in the UK
- Request proof of your qualifications that are relevant to the role
- Ask you to complete a Criminal Record check via the Disclosure and Barring Service (When required)
- Contact your referees, using the details you provide in your application, directly to obtain references
- Ask you to complete a questionnaire about your health in order to establish your fitness to work.
- Request your bank and tax details from you – in order to process your salary payment
- Ask for your Emergency contact details – so we know who to contact in case you have an emergency at work

How is it collected?

Once you have submitted your application, further information may be collected as you move through the recruitment and selection process. This information could be requested or provided verbally, written (online or paper). Your information may also be collected from a variety of other sources typically;

- Referees you have provide consent for , • DBS checks (where required), • Medical information (if required)

Why and how is it being collected?

Your information is being collected to;

- Assess your suitability for the job in question.
- Enable the Recruiting organisation to verify the accuracy of information which you provide.
- Comply with relevant laws or regulations.
- Check and verify your identity.
- Produce and monitor equal opportunities statistics.

The recruiting organisation has processes in place to ensure your data is securely and confidentially managed.

How long will you keep my data for?

Unsuccessful Candidates

Your data will be retained for 6 months from the time you are made unsuccessful. Once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

Successful Candidates

If you are successful you will become an employee of the recruiting organisation.

Your data collected throughout the recruitment process i.e. (application form, References, emergency contacts) will be transferred by the recruiting organisation into their HR and payroll system to create your employee record.

Who will it be shared with?

Your personal data may be passed to third party organisations working in partnership with the recruiting organisation to assist them in the recruitment process. This could include screening and interviewing prospective employees, medical checks or background checks.

Those third party organisations who access your information while providing services on the recruiting organisations behalf will be governed by an agreement to make sure that they protect your information and keep to data-protection and privacy laws which apply.

Your rights

Under the Data Protection Act, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Legal and Privacy Statement

I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only.

I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.

I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Please sign to confirm your agreement to the above:-

(Please note application forms submitted electronically will need to be signed before you submit your form.)

Signature

*

Date

*Required