

Job Ref. No. _____

Application No. _____
Office Use Only

The following notes have been designed to help you complete your application form as effectively as possible in order to ensure that it is treated fairly.

- Please ensure that you write the **Job Reference Number** in the box provided at the top of each page and on any separate sheets you submit.
- The application form will be photocopied, so please complete it in **black ink**.
- Read through each section of the application form carefully. You may find it helpful to do a draft first.

Please return your completed application form to:

Post _____ Department _____

Closing Date _____ Section _____

PERSONAL DETAILS

Please ensure these are accurate as it is the only way we have to get in touch with you. It is important that you supply a National Insurance Number.

Title Mr/Mrs/Miss/Ms _____

First Name(s) _____

Surname _____

Address _____

Postcode _____

Tel No. (Home) _____ Tel No. (Work) _____

Mobile _____ E-mail _____

Preferred form of contact _____

NI Number _____ Date of Birth _____

Please provide dates during the next six weeks when you will **not** be available for interview

Thank you for showing an interest in this post at Oldham Metropolitan Borough Council. We would like to take this opportunity to wish you every success in your application for employment.

Completing the application form is the first stage of the selection procedure. The information you provide on this form is the only information we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application form as fully as possible.

Pre-prepared CV's will not be considered.

If you have a disability and you meet all of the essential criteria for the post, you will be guaranteed an interview.

This application form is also available in large print.

This page will be removed prior to shortlisting.

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List your qualifications below ensuring that you do not miss any identified in the person specification or you may disqualify yourself at shortlisting. If you are awaiting results give the expected grade and make clear that this result is still unknown. If called for interview you will be asked to provide evidence of your qualifications. Continue on a separate sheet if necessary.

QUALIFICATIONS	Grade Awarded	Date Awarded

List any training relevant to this post, even if undertaken outside of your formal employment. Continue on a separate sheet if necessary.

TRAINING	Grade Awarded	Date Awarded

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Please give details of current Professional Membership or Apprenticeship. If membership of a professional body is a requirement of the post, make sure it is noted here or you may disqualify yourself at shortlisting.

Membership Professional Body/Association	Date Admitted	Status	Membership Number

DETAILS OF EMPLOYMENT

Present or Most Recent Employer

If this is your first job after leaving education, give the school or college's name in place of employer's name, and your date of leaving and disregard the other items.

Job Title _____

Employer's Name _____

Date Appointed _____

Date of Leaving (if applicable) _____

Salary _____ **Notice Period** _____

Reason for Leaving _____

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This section of the application is very important, as this is where you demonstrate how you meet the requirements of the job.

Read through the job description and person specification to get a clear view of what the job involves. The person specification you have been sent describes the necessary skills, experience and qualifications we are looking for.

Make sure that you tell us how you match the requirements of the job by giving examples of any relevant experience, qualifications, skills and abilities. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

Ensure that the information you provide is well structured and relevant to the person specification. You may find it easier to structure the information you provide by using the criteria listed in the person specification. Continue on a separate sheet if necessary.

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FURTHER INFORMATION *continued*

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REFERENCES

References are usually requested before the interview unless you tick the box asking us not to contact your referee.

Please state in what capacity each referee is acting e.g. current employer

First Referee

Title Mr/Mrs/Miss/Ms _____

Name _____
_____Job Title _____
_____Address _____

Postcode _____

Tel No. _____

Mobile No. _____

Email _____

How do you know this person?

If you are selected may we contact this person prior to interview?

 Yes No

Second Referee

Title Mr/Mrs/Miss/Ms _____

Name _____
_____Job Title _____
_____Address _____

Postcode _____

Tel No. _____

Mobile No. _____

Email _____

How do you know this person?

If you are selected may we contact this person prior to interview?

 Yes No

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CRIMINAL CONVICTIONS

Oldham MBC strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. You are advised that the disclosure of a criminal conviction or binding over order will not necessarily bar you from applying for work within the Council as each case will be dealt with on its own merit and given full and fair consideration. The Council is registered with the Criminal Records Bureau (CRB) and as appropriate makes background checks into potential employees. This may disclose details of cautions, reprimands and final warnings as well as convictions.

Under The Rehabilitation of Offenders Act 1974, you are required to give details of any criminal convictions which are not 'spent'. In addition the Council also requires you to disclose any cautions and binding over orders that you have received in the last 12 months. **Failure to do so may render you liable to summary dismissal.**

Certain posts are exempt from the provisions of the Rehabilitation of Offenders Act or other legislation restricting and governing those working in particular areas of employment, and job applicants **must** disclose all criminal convictions and cautions whether or not they are 'spent'. If the post you have applied for is in that category this will be indicated in the information pack and you should complete the additional sheet included with this application form that relates to disclosure of criminal convictions.

Please tick this box if the post for which you are applying is exempt from Section 4 (2) of the Rehabilitation Act and to confirm that you have completed and enclosed the additional sheet.

All other applicants

Do you have any criminal convictions which are not 'spent' as defined by the Rehabilitation of Offenders Act 1974, or have you been subject to any caution or binding over orders in the last twelve months?

Yes No

If YES please give details of the offence, court and sentence below.

Continue on a separate sheet if necessary.

ABSENCE

If you have been absent from work in the last two years due to sickness, which is not related to a disability or pregnancy, please list each occasion and provide details below. If the reason for absence is of a sensitive nature and you do not wish to state it, you will be asked to discuss it with Occupational Health if you are the successful candidate.

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CANVASSING / RELATIONSHIPS

You must not canvass (ask for help or favours) from Councillors or other employees of the Council in order to further your application or give you an unfair advantage. If it becomes clear that you have canvassed then your application will not be considered. Making a declaration about a personal, business or professional relationship with a Councillor or employee of the Council will not in itself disqualify you from consideration unless, in the view of the Council, the nature of that relationship and the duties and influence of the post for which you are applying could result in a conflict of interest. If evidence of canvassing or failure to declare a relationship comes to light after you have been appointed you will face disciplinary action or possible dismissal.

If you have a relationship with a Councillor or an employee of Oldham MBC please state their name, position and the nature of your relationship.

CONFIRMATION OF DETAILS

Please read the declaration below and sign and date to confirm that the information that you have supplied is complete and truthful and that you agree to the information being processed and used by the Council for the purposes of recruitment, monitoring and (if appropriate) subsequent employment.

By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice. I also understand that the appointment will be subject to satisfactory medical examination, references and criminal record checks (as appropriate).

If this is an on-line application, please tick the box to confirm that the information you have supplied is complete and truthful and enter the date below.

Signature _____ Date _____

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EQUAL OPPORTUNITIES MONITORING FORM

We recognise the importance of providing equal opportunities in employment. It is the Council's policy to ensure that all appointments are made on merit. The monitoring form will be detached from the application form before shortlisting takes place. Candidates who have declared themselves as disabled will be identified before this stage to ensure that candidates with disabilities who meet the essential requirements of the job can benefit from the Council's guaranteed interview scheme. This scheme forms part of the Council's policy on employment opportunities for people with disabilities. No other information from the monitoring form will be considered in any way during the appointment process. In order to monitor the effectiveness and success of this policy please provide the information requested below. The details supplied by you on this form are confidential, but will form part of the record of the successful candidate.

My sex is Male Female My age is 16-18 19-24 25-39 40-54 55-65 over 65

Disability

The Disability Discrimination Act says that you may be disabled if you have a substantial physical or mental impairment that affects your ability to carry out day-to-day activities and which has lasted, or is likely to last, for more than 12 months. Please provide details of the nature of your disability. Declaring your disability will not have any adverse effects on your application. You might also be entitled to further support.

Do you consider yourself to have a disability? Yes No

If you have indicated 'Yes' please state the nature of your disability: _____

My cultural ethnic origin is

White

- British
 Irish
 Other (please specify) _____

Asian or British Asian

- Bangladeshi
 Indian
 Kashmiri
 Pakistani
 Other (please specify) _____

Black or Black British

- Caribbean
 African
 Other (please specify) _____

Dual Heritage

- Asian and White
 Black African and White
 Black Caribbean and White
 Other (please specify) _____

Chinese and Other Ethnic Group

- Chinese
 Other (please specify) _____

What, if any, is your religion / belief?

None Buddhist Christian Hindu Jewish Muslim
 Sikh Other (please specify) _____

Do you currently work for OMBC?

Yes No

Where did you learn of this job?

Local press* Trade or professional magazine* Internet* Other*
 OMBC Jobs Bulletin Job Centre Word of mouth

*please specify _____

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