

# APPLICATION FORM

- Please read carefully all instructions before completing this form.
- Please complete all pages in BLACK ink.
- Do not submit a C.V. as an alternative to any part of the form.

## 1. DETAILS OF JOB APPLIED FOR

Job Title:

Job Ref No:

Please return the completed form to:

## 2. PERSONAL DETAILS

Title

Please select

Mr/Mrs/Miss/Ms/Other

Last name

Other names

National Insurance Number

Address in full

Post Code

Email address

Telephone numbers

Home

Mobile

Work

Are you subject to any conditions relating to your employment in this country?

YES ☐ NO ☐

If YES, please give details:

Do you require a work permit?

YES ☐ NO ☐

If YES, when does your permit expire?

**Under the Asylum and Immigration Act 1996 (Section 8 Amended 1 May 2004) all successful applicants will be required to produce evidence of their right to work in the United Kingdom.**

Successful applicants may be subject to a Criminal Records Bureau Check / Rehabilitation of Offenders Act 1974 (Exceptions) Order 1986 declaration depending on the post applied for.

### 3. DISABILITY DISCRIMINATION ACT (DDA) 1995

The DDA protects disabled people from unlawful discrimination. If you tell us that you have a disability we will make reasonable adjustments to your working environment and to your work arrangements and practices, if it is reasonable for us to do so.

Do you consider yourself to have a disability?

Yes ☐

No ☐

If Yes, please describe your disability:

If you are invited to an interview and you believe that we should make reasonable adjustments for you please describe what will be required.

a. At the interview

b. In the work place (if appointed)

### 4. EMPLOYMENT HISTORY

If employed through an Agency, you must supply details of the organisations you have been placed at (and agency details if applicable) in your current and previous employment. Use additional sheets if necessary.

Do you have any other job with this council? YES ☐ NO ☐

If yes, give details

Job Title

Department

### CURRENT OR MOST RECENT EMPLOYER

Name and Address

Post Code

Job Title

Department / Section

Date Appointed

Grade

Salary

Main Duties

Notice Required

Why do you want to leave?

Date of Leaving (if not current employer)

**PREVIOUS EMPLOYMENT** – List in date order (most recent first) including temporary work. Please account for all gaps in employment history since leaving full time education.

Name and address of employer and nature of business	Position held and grade if applicable	From Month / Year	To Month / Year	Reason for leaving

**Please continue on a separate sheet if necessary**

## 5. EDUCATION / QUALIFICATIONS

Please state name(s) of Secondary School/College/University attended, professional qualifications and membership of professional institutes.

### SECONDARY EDUCATION

Name of school / college	Subject	Qualifications gained	Grade	Dates attended

### FURTHER EDUCATION

Name of college / university	Qualification	Grade / Class if applicable	Date

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## PROFESSIONAL QUALIFICATIONS

Name of professional body	Membership grade and number	Was membership gained by examination?	Date

## TRAINING

Please give details of any training you have received, which support your application. Include any on-the-job training as well as formal courses.

Dates	Duration	Title of training programme / course and brief description

## 6. SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

Explain how your skills, ability, knowledge and experience match each and every individual requirement in the Person Specification. Give evidence / examples wherever you can in support of your application. All relevant experience may include paid work or other activities such as college, leisure, family or domestic, community and voluntary work. It is not sufficient for you to simply say that you have done or can do this job.

- Please address all the criteria in the Person Specification. If you do not, you may not be selected for interview.
- If you are a disabled applicant and you meet the minimum criteria in the Person Specification you will be guaranteed an interview.

**Please continue on separate sheets of paper if necessary  
using no more than four sides of A4 paper**

## 7. REFERENCES

Please give the name and address of two people who can provide a reference for you. These should be your current or most recent employer (include school or college staff if you have no previous employment history). Please do not give friends, relatives or Agencies as referees. If we do not receive references which are satisfactory to this council then we reserve the right to contact you to seek alternative referee details.

Name _____	Name _____
Job Title _____	Job Title _____
Capacity in which known to you _____	Capacity in which known to you _____
Organisation _____	Organisation _____
Address _____ _____	Address _____ _____
Telephone No. _____	Telephone No. _____
Fax No. _____	Fax No. _____
E-mail address _____	E-mail address _____
<b>If you are selected for interview, we may contact your referee prior to interview.</b> If you do not wish us to do so please tick here. <input type="checkbox"/>	<b>If you are selected for interview, we may contact your referee prior to interview.</b> If you do not wish us to do so please tick here. <input type="checkbox"/>

## 8. REHABILITATION OF OFFENDERS ACT 1974 (EXEMPTIONS ORDER) 1986

Because of the nature of the work for which you are applying, this post may be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1986. For the Criminal Records Bureau Code of Practice please visit: [www.crb.gov.uk](http://www.crb.gov.uk)

Have you ever been convicted of a criminal offence? Yes ☐ No ☐

If you answer "yes" to the above question, you will be asked to provide further details should you be shortlisted for interview.

## 9. OTHER INFORMATION

Please select: **I am / am not** related to a Councillor or a Senior Officer. This includes parent, grandparent, partner, child, stepchild, adopted child, grandchildren, brother, sister, uncle, aunt, nephew or niece of an existing councillor or officer of the Council or of the partner of such persons.

Enter details if applicable \_\_\_\_\_

Failure to disclose such relationships will disqualify an applicant or, if appointed, render the appointee liable to dismissal without notice.

N.B. The canvassing of any Councillor, or Committee of the Council directly or indirectly by any applicant will disqualify the candidate from appointment.

## 10. DECLARATION

I declare that the information given in this form is true and correct and I understand that any omissions or false statements on this form may justify my dismissal from the Council's service. The information on this form may be processed in accordance with the Data Protection Act 1998.

I understand that providing misleading or false information / qualifications or directly or indirectly seeking to gain an advantage and / or support from any person who may influence appointment to posts within the Council will disqualify me from appointment or if appointed, may lead to disciplinary action or dismissal.

**Applicant's signature** \_\_\_\_\_

**Date** \_\_\_\_\_

NOTE: If the post you are applying for is exempt from the Rehabilitation of Offenders Act, requires a Criminal Records Bureau (CRB) check or is politically restricted then further details will be supplied at a later date. Please ensure that this information is completed and returned.

## 11. FEEDBACK AND COMPLAINTS

**Feedback** If you are unsuccessful with your application and wish to obtain feedback, please contact [recruitment@richmond.gov.uk](mailto:recruitment@richmond.gov.uk) Your correspondence will be forwarded to the relevant manager.

**Complaints** If you consider that the recruitment process was not conducted properly or you believe you were treated unfairly you should:

**1<sup>st</sup> Stage** Discuss your complaint with our Recruitment Manager

Telephone 020 8891 7260 or via e-mail: [recruitment@richmond.gov.uk](mailto:recruitment@richmond.gov.uk)

**2<sup>nd</sup> Stage** If you remain dissatisfied after stage 1, address your complaint in writing to:

Corporate Head of Human Resources, Civic Centre, 44 York Street, Twickenham TW1 3BZ or via e-mail to: [personnel@richmond.gov.uk](mailto:personnel@richmond.gov.uk)

## 12. DATA PROTECTION ACT 1998 Personnel Information Protection Statement

The Council respects your privacy rights and is committed to ensuring that it protects your details and other information about you available to the Council ("your information").

The Council will use your information to:

- make informed decisions in connection with your potential or current employment
- meet its statutory obligations
- prevent and detect fraud
- conduct surveys and research
- carry out equal opportunities monitoring

The Council may share your information (but only to the extent it is strictly necessary to do the above and only where it is lawful to do so) with other Departments within the Council, central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf. The Council may obtain information about you from third parties (including referees). The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

You have a right to see your information (subject to certain exceptions). If you have any requests concerning your information or any queries with regard to the Council's processing please contact Human Resources on 020 8891 7281.

### THE LONDON BOROUGH OF RICHMOND UPON THAMES EQUAL OPPORTUNITIES POLICIES - STATEMENT OF INTENT

#### EMPLOYMENT POLICY

The Council of the London Borough of Richmond upon Thames defines itself as an Equal Opportunities Employer and we are working towards equality and diversity.

The Council is actively opposed to all forms of unfair discrimination and is therefore committed to the principle that no job applicant or employee shall be discriminated against on the grounds of gender, marital status, being a lesbian or gay man, age, religious beliefs, HIV status, disability (covering sensory and physical disabilities, learning difficulties and mental health status) and race, colour, nationality or ethnic origin.

#### SERVICE DELIVERY POLICY

The Council of the London Borough of Richmond upon Thames positively welcomes and aims to support the diversity of the community it serves but acknowledges that we live in an unequal society in which many people face discrimination. The Council is committed to providing services that meet the needs of all its customers.

The Council will work in partnership with local people and community groups to mitigate inequality. The Council actively opposes all forms of unfair discrimination and is committed to the principle that no customer will be unfairly treated or denied access to services.

The planning and provision of services by the Council will take particular account of the duties and requirements in all relevant legislation.

### SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS STATEMENT

This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

***(An information leaflet on the Council's Diversity and Equality in Employment Policy and Diversity and Equality in Service Delivery can be made available on request).***



## 13 MONITORING INFORMATION

This page is removed from the application form prior to shortlisting and interview. The information on this page will be entered onto a computerised database to produce the Council's recruitment and selection monitoring reports. Please complete all information requested.

<b>1. Gender</b>  <div style="text-align: right;"> Female <input type="checkbox"/>  Male <input type="checkbox"/> </div>	<b>3. Age Group</b>  <div style="text-align: right;"> 16-17 <input type="checkbox"/>  18-20 <input type="checkbox"/>  21-24 <input type="checkbox"/>  25-30 <input type="checkbox"/>  31-49 <input type="checkbox"/>  50-64 <input type="checkbox"/>  65+ <input type="checkbox"/> </div>
<b>2. Religion</b> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> None <input type="checkbox"/> Other (Please Specify) _____	<b>4. I consider myself to have a disability</b>  <div style="text-align: right;"> Yes <input type="checkbox"/>  No <input type="checkbox"/> </div>

<b>5. Ethnic Origin</b> Please tick one box in this section			
<b>A. White</b>	British <input type="checkbox"/> 01 Irish <input type="checkbox"/> 02 Albanian <input type="checkbox"/> 0B Other specify below <input type="checkbox"/> 03 _____	<b>C. Mixed</b>	White & Black Caribbean <input type="checkbox"/> 21 White & Black African <input type="checkbox"/> 22 White & Asian <input type="checkbox"/> 23 Other specify below <input type="checkbox"/> 24 _____
<b>B. Asian or Asian British</b>	Indian <input type="checkbox"/> 41 Pakistani <input type="checkbox"/> 42 Bangladeshi <input type="checkbox"/> 43 Asian British <input type="checkbox"/> 44 Afghan <input type="checkbox"/> 4B Other specify below <input type="checkbox"/> 45 _____	<b>D. Black or Black British</b>	Caribbean <input type="checkbox"/> 61 African <input type="checkbox"/> 62 British <input type="checkbox"/> 63 Other specify below <input type="checkbox"/> 64 _____
<b>E. Chinese or Other</b>		Chinese <input type="checkbox"/> 81 Vietnamese <input type="checkbox"/> 8B Middle Eastern <input type="checkbox"/> 8C Other specify below <input type="checkbox"/> 82 _____	

<b>6. Job Advertisement:</b> I heard about this job through:			
Richmond Council Website <input type="checkbox"/>			
Other Website <input type="checkbox"/>	State Website name _____		
Advertisement <input type="checkbox"/>	State title of publication _____		
Other <input type="checkbox"/>	Please describe _____		