

Application for the post of: (This form is also available in Welsh)

Post
Reference

PLEASE DO NOT SUBMIT A CV

Please complete in black ink or type

CLOSING
DATE :

Personal Details

Surname	Initials	NI Number
Address	Post Code	
Contact details:	Work	Home
	Mobile	Email

**Education, Training and Qualifications – from age 11 upwards
(please include any relevant training you have received in current/previous jobs)**

School/college (name and address)	Qualification	Grade
<p>Continue on a separate sheet if necessary</p>		

Professional Bodies

Association/Institution	Grade	Registration No
<p>Registration Number of professional body: _____</p>		

- Do you have a valid full driving licence? Yes ☐ No ☐ Categories _____
- Have you access to a car/motorcycle? Yes ☐ No ☐ Type of vehicle: _____
- For posts requiring access to a vehicle, please state number of endorsements (if any): _____

- If you are related to any councillor or senior officer of the Council, please state their name, what the relationship is and advise the councillor/officer of this application: _____

- What notice are you required to give your current employer? _____
- Please give details of any times when you are unavailable for interview: _____
- Please indicate if you wish future contact in the event that you are offered a job to be in the medium of the Welsh or English language (as appropriate):

English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
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- Please indicate if you wish your interview/assessment to be in the medium of the Welsh or English language (a simultaneous/translation service will be provided from Welsh to English if it is required):

English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
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- Please state where you saw this post advertised: _____

Full Employment History

Please do not leave any gaps in your employment history. Complete in date order with most recent employer first. All periods since leaving secondary school should be accounted for, including any voluntary work or periods of unemployment (for unemployed periods, please state location of benefit office). This is particularly important for posts involving working with children. Continue on a separate sheet if necessary.

Month/Year		Organisation Name/Address	Job Title & brief outline of post, salary details (including benefits)	Reason for leaving
From	To			

- If your last employment was in local government, did you complete a probation period and, if so, how long?
☐ No ☐ Yes Length of probation:

Supporting Information

This section must be completed as it is used for shortlisting. **Please relate your answers to the advertisement, job description and person specification.** Where a person specification has been supplied please use the headings to provide details of your knowledge skills and experience. You will need to provide examples of your statements – for example, what makes you a good team player or communicator.

Experience

(If you are applying for a tutor's post, please advise what subject(s) you teach.)

Knowledge

Skills and aptitudes

Attitude/motivation

Special circumstances/equal opportunities

Other

Continue on a separate sheet if necessary

Welsh Language

Please describe your Welsh language ability by ticking the relevant box(es) below.

	Understand	Speak	Read	Write
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

References

Please provide details of **two** references as part of your application. One must be from your current/most recent employer/tutor where applicable.

Current/Most Recent Employer	Other Professional	Personal Reference
Name <input type="text"/>	Name <input type="text"/>	Name <input type="text"/>
Job Title <input type="text"/>	Job Title <input type="text"/>	Job Title <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>	Address <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Tel <input type="text"/>	Tel <input type="text"/>	Tel <input type="text"/>
e-mail <input type="text"/>	e-mail <input type="text"/>	e-mail <input type="text"/>
May we contact before interview? Yes <input type="checkbox"/> <input type="checkbox"/> No	May we contact before interview? Yes <input type="checkbox"/> <input type="checkbox"/> No	May we contact before interview? Yes <input type="checkbox"/> <input type="checkbox"/> No

For some positions verbal references are also required and anything written on this application form, or stated in the interview, may be verified from previous employers.

Availability

 Please state times when you are unavailable for work.

<input type="text"/>

Work Permits

Do you require a work permit to work in this country?	Yes <input type="checkbox"/>	<input type="checkbox"/>	No
If yes please provide details, including type of permit and expiry date	<input type="text"/>		

Unspent Convictions

Do you have any unspent convictions?	Yes <input type="checkbox"/>	<input type="checkbox"/>	No	Date of convictions?
Detail of conviction:	<input type="text"/>			
<input type="text"/>				
<input type="text"/>				
Positions requiring access to Government Secure Intranet will require a Baseline Security Check				

Rehabilitation of Offenders Act 1974

Positions involving working with children and vulnerable adults are exempt from the above act and require a Disclosure and Barring Service (DBS) check. 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 filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. Requirement for a DBS check will be indicated in the advert. If you are applying for a position requiring a DBS check you must complete the following:

Have you ever been convicted of a criminal offence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have any pending charges?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you have answered yes to the above please provide details of the offence using the formal name of the charge, the date occurred and the sentence of the court.				

Additional information for candidates who require Disclosure and Barring Service Disclosure and are exempt from the Rehabilitation of Offenders Act (e.g. Posts working with vulnerable adults and children).

Declaration of Criminal Record

Because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

If you have declared a criminal record and we believe this to have a bearing on the requirements of the post, we will discuss the matter with you at interview if you are shortlisted for the post. If we do not raise the record with you, it is because we have taken the view that it should not be taken into account in deciding your suitability for the post. If you have any concerns about filling in the declaration, please contact our Human Resources Department.

The information you provide will be kept confidential and in line with requirements of the Data Protection Act.

Privacy Statement

In line with the General Data Protection Regulations (2016), the Vale of Glamorgan Council accepts the following responsibilities for personal information recorded through this application process:

The information will only be used for the agreed reason and will be looked after securely. The information will only be kept for as long as needed or to comply with statutory requirements and will then be securely destroyed. If your information needs to be shared with other agencies, the department or service concerned will seek explicit (signed) consent as soon as possible unless we are obliged by law to disclose the information.

By answering "yes" to this statement, you are agreeing that you have read and understood the Council's privacy notice.

Detailed guidance can be found on www.valeofglamorgan.gov.uk.

I have read and understood Vale of Glamorgan Council's Privacy Statement:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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All applications are held for six months. If you are unsuccessful for this post, would you be happy to be contacted should a similar position become available within the next six months?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Declaration

I understand the importance of the information provided and certify that what I have given is true and correct. I understand that providing false information may lead to immediate termination of employment.

If I am applying for a post requiring registration with the Disclosure & Barring Service and/or a Government Secure Intranet check, I give my permission for the Vale of Glamorgan Council to contact the appropriate body/bodies/ access the DBS update service and supply appropriate documents as required by the Council.

Signed _____	Date _____
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Complete Equal Opportunities form below...



EQUAL OPPORTUNITIES MONITORING FORM

The Vale of Glamorgan Council is committed to achieving equality of opportunity.

We want to make sure that there are opportunities for everyone to work for us. We collect information about protected characteristics when people apply for jobs. We look at this information to make sure that people from all protected groups apply for jobs. If this is not happening, we can think about ways to encourage more people from those groups to apply for jobs. We would like you to complete this form to provide us with that information. We will take it away from your application form before we send it to Managers to decide who they would like to interview. Please see our equality policy on our Website or phone us for a hard copy for more information about this.

Post Information

Surname:	First Name (s)	Title:
Position/Post title:		Post ref:

Gender and Gender Identity

What is your gender?	<input type="checkbox"/> Female
	<input type="checkbox"/> Male
At birth were you described as?	<input type="checkbox"/> Female
	<input type="checkbox"/> Male
	<input type="checkbox"/> Intersex
	<input type="checkbox"/> Prefer not to say

Disability

Are your day-to-day activities limited because of a physical or mental health condition, illness or disability which has lasted, or is expected to last 12 months or more?	<input type="checkbox"/> Yes – limited a lot
	<input type="checkbox"/> Yes – limited a little
	<input type="checkbox"/> No
	<input type="checkbox"/> Prefer not to say

Age

What is your date of birth?:

National Identity

National Identity – how would you describe your national identity?

<input type="checkbox"/> Welsh	<input type="checkbox"/> English	<input type="checkbox"/> Scottish	<input type="checkbox"/> Northern Irish	<input type="checkbox"/> British
<input type="checkbox"/> Other (please specify)			<input type="checkbox"/> Prefer not to say	

Ethnic Group

Ethnicity – how would you describe your ethnic group?

White

<input type="checkbox"/> Welsh/English/Scottish/Northern Irish/British	<input type="checkbox"/> Irish
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> Any other white background (please specify):

Mixed/multiple ethnic groups

<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian
<input type="checkbox"/> Any other Mixed/multiple ethnic background (please specify):		

Asian/Asian British

<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese
<input type="checkbox"/> Any other Asian background (please specify):			

Black/African/Caribbean/Black British

<input type="checkbox"/> African	<input type="checkbox"/> Caribbean
<input type="checkbox"/> Any other Black/African/Caribbean background (please specify):	
Other ethnic group	
<input type="checkbox"/> Arab	
<input type="checkbox"/> Any other ethnic group (please specify):	
<input type="checkbox"/> Prefer not to say	

Sexual Identity

Which of the following options best describes how you think of yourself?

<input type="checkbox"/> Heterosexual/straight	<input type="checkbox"/> Gay or lesbian	<input type="checkbox"/> Bisexual
<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say	

Religion

What is your religion?

<input type="checkbox"/> No religion	<input type="checkbox"/> Christian (all denominations)	<input type="checkbox"/> Buddhist	
<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> Any other religion (please specify):		<input type="checkbox"/> Prefer not to say	

Pregnancy and Maternity

Are you currently pregnant or have you been pregnant within the last year?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	<input type="checkbox"/> Prefer not to say
Have you taken maternity leave within the past year?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	<input type="checkbox"/> Prefer not to say

Marriage and Civil Partnership

What is your legal marital or same sex civil partnership status?	<input type="checkbox"/> Single, that is never married and never registered in a same sex civil partnership
	<input type="checkbox"/> Married and living with husband/wife
	<input type="checkbox"/> Separated but still legally married
	<input type="checkbox"/> Divorced
	<input type="checkbox"/> Widowed
	<input type="checkbox"/> In a registered same-sex civil partnership and living with your partner
	<input type="checkbox"/> Separated, but still legally in a same-sex civil partnership
	<input type="checkbox"/> Formerly in a same-sex civil partnership which is now legally dissolved
	<input type="checkbox"/> Surviving partner from a same-sex civil partnership
	<input type="checkbox"/> Prefer not to say

Your personal information will not be disclosed without your prior written consent. Your personal information will only be monitored in order to assist statistical analysis, and to help us to develop our policies and practices so that they include all sections of the community. For example it will help the council to identify whether our recruitment and selection strategies are succeeding in providing a workforce that is representative of the Vale of Glamorgan. Your information will not be given to external organisations.

Signature: _____ **Date:** _____