

Application for Employment

CONFIDENTIAL - The information you provide on this form will be used for recruitment, selection and for employment contract purposes

This form should be used to apply for currently advertised vacancies only.

Please complete this application in black ink or by typing and submit it as stated in the job advertisement:

By Email to: recruitment@doncaster.gov.uk

Or Post to: Doncaster Council, Pay and Employment, 6th Floor,
Council House, College Road, Doncaster DN1 3DA

Or Post or Email to: the address stated in the job advertisement.



POST APPLIED FOR (It is essential that candidates complete all details in this box so as their application can be considered.)	Job Title:	
	Reference Number:	
	Closing Date	

PART A – PERSONAL DETAILS

Surname/Family Name									
Forenames or Initials									
Address:									
Town / City									
Post Code									
NI Number									
Contact Phone Number									
Email Address*									

* We would prefer to contact you by email throughout the recruitment process, please provide an email address if possible

Are you currently employed by Doncaster Council (inc. Schools)? If so, please provide pay number(s) in additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
If so, are you registered on the redeployment register?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been dismissed from a post with Doncaster Council (inc. schools)? If so, please provide details in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any dates when you would not be available for interview? If so please provide details in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you seeking a guaranteed interview under the disability symbol scheme?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you supported by a disability agency? If so, please say which in the additional information box on the next page.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you entitled to work in the United Kingdom?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Additional Information:

Please use this section to expand on any of the questions in Part A above.

References:

	Reference 1 (Current/Most Recent Employer)	Reference 2 (Employer prior to current/most recent)
Referee Name		
Job Title		
Address		
Email		
Telephone		
May we take up reference prior to an offer of employment?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

Please note that for positions dealing with Children and / or Vulnerable Adults, Doncaster Council may need to take up references from any previous employers. We will contact you for further information if we need to do so. **Please refer to our Reference Policy in our Candidate Information Pack.**

PART B – INFORMATION IN SUPPORT OF APPLICATION

Educational, Training & Vocational Qualifications - Please provide details (including dates) of qualifications achieved. Please include short courses, apprenticeships, & any other training that supports your application & demonstrates your continuous professional development.

Professional Memberships - Please provide details (including membership number and level).

Employment Record - Please provide details of your employment history during the past 10 years.

Name & Address of Employer	Dates from / to (Month & Year)	Job Title, Brief Description of Duties & Salary	Reason for Leaving
Please provide details of any breaks in employment (exceeding 6 weeks) during the last 10 years.			

Additional Information in support of your application – Please read the Job Description and Person Specification carefully; then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary / community work, spare time activities, education and training.

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We advise applicants that the data held by Doncaster Council in respect of employment will be used for cross-system & cross-council comparison purposes for the prevention & detection of fraud.

I declare that the information that I have given in this application is accurate and true.

I understand that providing misleading or false information will disqualify me from the appointment OR if appointed may result in dismissal.

Signed		Date	
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PART C - RECRUITMENT & EQUAL OPPORTUNITIES MONITORING

Please note - this page will be detached and is not part of the selection process
(See candidate information pack for more details)

The information collected in this form is used for statistical purposes and will be recorded on a computer database and access to this information will be security controlled and limited to staff within Human Resources & Organisational Development.

This data helps Doncaster Council to do all it can to ensure that appointments are made on merit and to create a workforce representative of the community.

Surname/Family Name		Job Title:	
Forenames or Initials		Ref:	

Gender	
Female	<input type="checkbox"/>
Male	<input type="checkbox"/>
Trans-Gender	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Sexual Orientation	
Bisexual	<input type="checkbox"/> (E404)
Gay Man	<input type="checkbox"/> (E403)
Gay Woman / Lesbian	<input type="checkbox"/> (E405)
Heterosexual	<input type="checkbox"/> (E402)
Prefer not to say	<input type="checkbox"/> (Refu)

Age Band	
16-24 years	<input type="checkbox"/>
25-34 years	<input type="checkbox"/>
35-49 years	<input type="checkbox"/>
50-54 years	<input type="checkbox"/>
55 and over years	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not say	<input type="checkbox"/>

Where did you see post advertised?	
www.jobsdoncaster.co.uk	<input type="checkbox"/>
www.jobsgopublic.com	<input type="checkbox"/>
Doncaster Council Intranet	<input type="checkbox"/>
Other Website	<input type="checkbox"/>
Doncaster News	<input type="checkbox"/>
Doncaster Free Press	<input type="checkbox"/>
Yorkshire Post	<input type="checkbox"/>
National Newspaper	<input type="checkbox"/>
Professional Magazine	<input type="checkbox"/>
Jobcentre Plus	<input type="checkbox"/>
Doncaster Council Jobshop	<input type="checkbox"/>
Library / Customer Service Centre	<input type="checkbox"/>
Internal Council Bulletin	<input type="checkbox"/>
Any Other	<input type="checkbox"/>

Ethnic Origin	
White	
• British	<input type="checkbox"/> (E114)
• Irish	<input type="checkbox"/> (E115)
• White Other	<input type="checkbox"/> (E116)
Asian or Asian British	
• Bangladeshi	<input type="checkbox"/> (E101)
• Indian	<input type="checkbox"/> (E102)
• Pakistani	<input type="checkbox"/> (E104)
• Any Other Asian	<input type="checkbox"/> (E103)
Black and Black British	
• African	<input type="checkbox"/> (E105)
• Caribbean	<input type="checkbox"/> (E106)
• Any Other Black	<input type="checkbox"/> (E107)
Mixed	
• White & Asian	<input type="checkbox"/> (E110)
• White & Black African	<input type="checkbox"/> (E111)
• White & Black Caribbean	<input type="checkbox"/> (E112)
• Any Other Mixed	<input type="checkbox"/> (E109)
Other	
• Chinese	<input type="checkbox"/> (E108)
• Any Other	<input type="checkbox"/> (E113)
• Prefer not say	<input type="checkbox"/> (Refu)

Religion / Belief	
Buddhist	<input type="checkbox"/> (E301)
Christian	<input type="checkbox"/> (E302)
Hindu	<input type="checkbox"/> (E303)
Jewish	<input type="checkbox"/> (E304)
Muslim	<input type="checkbox"/> (E305)
Sikh	<input type="checkbox"/> (E306)
Other	<input type="checkbox"/> (E307)
None	<input type="checkbox"/> (E308)
Prefer not to say	<input type="checkbox"/> (Refu)

