

Employment application form



Please read the advice notes in this pack before completing the form

Post

Grade

Post No.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Closing date for receipt of this application

Form no. R

Please complete and return to:

Recruitment Call Centre
Room 112
Hammersmith Town Hall
King Street
London W6 9JU

1 PERSONAL DETAILS

Your last name/family name

Initial(s)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Permanent home address

Postcode

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Email address

Home telephone no.

Work telephone no. Including extension (if applicable)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Internal extension no. If currently employed by the council

Mobile no.

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Are you aged over 16 and under 65 years?

YES

NO

Do you require a work permit?

YES

NO

(If yes, you will be required to provide details)

National Insurance number (you will be required to verify this)

2 CURRENT OR MOST RECENT APPOINTMENT

Are you currently employed by this council?

If **yes**, complete section (a) below

If **no**, complete section (b) below

(a) Current employees of Hammersmith & Fulham Council

Department/section	Title of post
<input type="text"/>	<input type="text"/>
Grade/salary	Starting date
<input type="text"/>	<input type="text"/>

(b) External applicants - where you work now, or your last job

Employer's name

Employer's address

Starting date

Leaving date (if applicable)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Position held

Grade/salary

<input type="text"/>	<input type="text"/>
----------------------	----------------------

When could you be available for work, or what notice period is required by your current employer?

Reason for leaving if no longer employed

3 REHABILITATION OF OFFENDERS ACT 1974

Do you have any criminal convictions, bindovers, formal warnings or cautions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974 (please see attached policy on employing ex-offenders)?

YES NO

If YES please give details

4 PREVIOUS APPOINTMENTS

What jobs have you had in the past?

Please list all your previous appointments. This should also include voluntary and temporary work. Continue on a separate sheet if necessary.

Dates employed to/from	Name & address of employer	Position held & nature of work	Reason for leaving
------------------------	----------------------------	--------------------------------	--------------------

--	--	--	--

5 QUALIFICATIONS AND RELEVANT TRAINING

Name of school/college	Qualification level/skills gained	Date
------------------------	-----------------------------------	------

--	--	--

You may be required to provide evidence of any academic qualifications stated.

6 SUPPORTING STATEMENT

How you meet the selection criteria

Drawing upon your experience, skills, abilities and qualifications explain how you meet each selection criterion, addressing each one in turn using appropriate headings.

Please try and limit your response to no more than four sides of A4 (please read advice notes).

--

7 DETAILS OF REFEREES

CURRENT EMPLOYEES OF THE COUNCIL

Please give the name, work location and telephone number of your current line manager in the section marked 1st Referee.

EXTERNAL APPLICANTS (including agency staff currently working for the council)

Please give the names and addresses of two referees. One should be your present employer, or your most recent employer if you are currently unemployed. Both referees should have been in a position of responsibility within the employing organisation(s). If you are unable to provide these please give details of someone who knows you in other than a personal capacity and who is prepared to provide a reference for you. They must not be related to you, or be a friend. If you are a school/college leaver, please give details of head teacher/tutor.

1st REFEREE

2nd REFEREE

Name

Name

--	--

Organisation name and address

Organisation name and address

--	--

Post code

Post code

--	--

Telephone no./ext and email address

Telephone no./ext and email address)

--	--

Position held

Position held

--	--

Connection with applicant

Connection with applicant)

--	--

May we contact this person before interview? YES NO

May we contact this person before interview? YES NO

If you were known by another name when employed please specify:

If you were known by another name when employed please specify:

--	--

Dates of employment to/from (if applicable)

Dates of employment to/from (if applicable)

--	--

8 RELATIONSHIP TO CURRENT EMPLOYEE/COUNCILLOR

To your knowledge, are you related to or closely connected to any councillor or employee of the council?

YES NO

If YES please give details

--

9 IMPORTANT INFORMATION

Please read before signing this application form

The accuracy of information provided may be checked with other organisations. Provision of false or misleading information may amount to a criminal offence.

The council may obtain from or provide information to third parties for the purposes of the detection and prevention of crime.

The council may data match information it holds about its employees for the prevention and detection of crime.

Declaration

I accept that the offer of employment is conditional on the provision by me of true, accurate information with no material omissions.

I give my consent to the council making such reasonable enquiries as it sees fit in respect of my application.

As part of this application I agree to the provision of background character information being obtained from the Criminal Records Bureau under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the checks requested are in accordance with the relevant legislation. I (the job applicant) confirm that the information provided in support of this application is accurate and true and that I have not omitted any material facts. I understand that knowingly to make a false statement for this purpose is a criminal offence and will mean that any provisional offer of employment made to me will be withdrawn, or if in post, will lead to the termination of my contract of employment without notice.

Signature

Date

--	--

RECRUITMENT MONITORING

Hammersmith & Fulham Council has a legal duty to promote equality and diversity, both as an employer and as a service provider.

As part of this duty, we are legally required to monitor the diversity of our applicants. By not completing this form we are unable to meet our responsibilities and therefore we encourage you to spend a few minutes undertaking this task.

Please be assured that the information you provide will be used for statistical purposes only and will help us to monitor our employment processes.

Fill in the most appropriate box in each section with a cross eg: X

Post applied for

Ms Mrs Mr Dr

Your last name/family name

First name

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Age Under 16 16 - 24 yrs 25 - 29 yrs
 30 - 39 yrs 40 - 49 yrs 50 - 59 yrs 60 yrs or over

Disability - Do you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities (see guidance note)?

YES NO

Gender

Female Male

Present situation

Internal applicant Registered unemployed
 External applicant, employed Other

Location

I live within the borough I live within greater London
 I live within a neighbouring borough I live outside greater London

Ethnic group

I would describe myself as: (Please mark one box only or write in)

Asian or Asian British

- Indian Pakistani Bangladeshi Irish
 Any other Asian background (please write in)

Black or black British

- Caribbean African Irish
 Any other black background (please write in)

Mixed race

- White and black Caribbean White and black African
 White and Asian
 Any other mixed background (please write in)

White or white British

- English Scottish Welsh Irish
 Any other white background (please write in)

Chinese or other ethnic group

- Chinese Any other ethnic background (please write in)

Vacancy - I heard about this vacancy through:

- | | |
|--|---|
| <input type="checkbox"/> Job vacancy list | <input type="checkbox"/> Job Centre |
| <input type="checkbox"/> Local newspaper | <input type="checkbox"/> National newspaper |
| <input type="checkbox"/> Disability press | <input type="checkbox"/> Professional/trade journal |
| <input type="checkbox"/> Disability website | <input type="checkbox"/> Ethnic Minority Press |
| <input type="checkbox"/> Lesbian and gay press | <input type="checkbox"/> Council's website www.lbhf.gov.uk |
| <input type="checkbox"/> Lg jobs - Jobsearch website | <input type="checkbox"/> Other website |
| <input type="checkbox"/> Other | |

Date of birth

Signed

Date

--	--	--

OFFICE USE ONLY

- Shortlisted Interviewed Appointed