

Please return your completed application form to:

## 6. References

Please indicate two people who can provide references, one of whom must be your present/last employer. If you are a recent school or college leaver, one of your references must be from a teacher or lecturer.

Please indicate, by ticking the appropriate box if you DO NOT wish us to take up a reference before an offer of employment is made.

Tick box if applicable.

Tick box if applicable.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

## 7. Work entitlement

If you were successful in your application, would you require a work permit prior to taking up employment?

YES  NO Tick a box

**Note: It is against the law to employ a person aged 16 or over who does not have permission to live and work in the UK. You will be required to produce documentary evidence of your legal right to work in the UK before starting work with us.**

## 8. Relationship to existing Councillor or Officer of the Council

All candidates for employment must state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or an officer of the Council; or the partner of such persons.

Are you related to an existing Councillor or officer of the Council as described above?

YES  NO Tick a box

If so, please provide the following details:

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Forename/s: \_\_\_\_\_

Relationship: \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

## 9. Declaration

I declare that the information I have given is accurate and true and that I have not omitted any facts which may have a bearing upon my application. I understand that a false declaration which results in my appointment to the Councils service will render me liable to disciplinary action, including dismissal without notice and in certain circumstances, legal action against me.

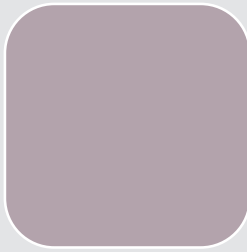
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: We are unable to consider unsigned application forms.**

Please return your completed application to the address detailed in the advertisement/job information pack.

If you have not heard from us within two weeks of the closing date, you may conclude that your application has been unsuccessful.



# Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Southwark Council. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with the Council, the information will be used in the administration of your employment with us and to provide you with information about the Council or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the Council that you agree to the processing of sensitive personal data, (as described above), in accordance with the Council's registration with the Data Protection Commissioner.

# Guidance Notes for Job Applicants

Thank you for your interest in Southwark Council and the post we have advertised.

Please read the following guidance notes carefully, before completing your application form, they will help you complete the form as effectively as possible and ensure your application is treated fairly.

**Note: We are unable to consider a Curriculum Vitae (CV) unless this is specifically stated in the job advertisement.**

The documents used in the process of selecting new employees are as follows;

- A Job Description
- A Person Specification
- An Application Form

This process helps to ensure that all applications are treated fairly and in accordance with the Local Government and Housing Act 1989, that, "Every appointment of a person to a paid office or employment.....shall be on merit".

### • Job Description

This document sets out the main responsibilities and duties of the post.

### • Person Specification

This is the most important document, it sets out exactly what knowledge, skills and experience are needed to do the job. These are known as 'Selection Criteria', which are used to make the appointment to the post.

'Essential criteria' are those that are mandatory, in order to successfully carry out the responsibilities of the post. The Person Specification will demonstrate which criteria we will use to shortlist candidates for interview.

'Desirable criteria' may also be included. These are extra requirements, which may be considered if we receive a large number of applications that meet the 'essential criteria'.

### • Application Form

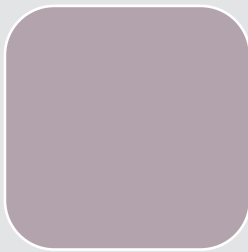
When filling in the application form, either type or write clearly in BLACK ink, as this will help us when photocopying. Also, if you wish to apply for more than one job, please complete a separate application form for each.

It is a good idea to make a rough draft first. Check through the draft to ensure that it is clear and covers ALL the criteria set out in the Person Specification. As we are unable to guess or assume anything about you, please make sure you provide all the information we need, under the different section headings, as set out in the application form.

You may find it easier to attach word-processed sections on 'Employment History' and 'Relevant Knowledge, Skills and Experience' to your application form.

### • Disabled Applicants

If you need help to complete the application form or need the information in a different format, ie. braille or on tape, please contact the appropriate person as mentioned in the advertisement.



# Job application form

**Post Title:** \_\_\_\_\_ **Reference Number:** \_\_\_\_\_ **Closing Date:** \_\_\_\_\_

**Please read the guidance notes for job applicants carefully and study the job description and person specification before completing this form**

## 1. Personal Details

<u>Title</u> (Mr, Mrs, Miss, Ms, etc) _____	<u>Telephone (Home):</u> _____
<u>Forename/s:</u> _____	<u>Telephone (Mobile):</u> _____
<u>Surname:</u> _____	<u>Telephone (Business):</u> _____
<u>Address:</u> _____	<u>Email address:</u> _____
_____	<u>DfES Number (ONLY applicable to teaching jobs):</u> _____
_____	<u>How did you become aware of this vacancy?</u> _____
<u>Postcode</u> _____	<u>Are you applying for a job share?</u> <input type="checkbox"/> YES <input type="checkbox"/> NO Tick a box

For the following Sections (2, 3, 4, & 5) please use additional sheets of paper per section if you require further space to convey all your information.

## 2. Relevant Education, Technical and/or Professional Qualifications

Name and location of School/College/Institute	Subjects/Qualifications	Grade (if applicable)

Note: You may be required to provide evidence of qualifications.

### 3. Details of relevant personal development/training courses

Course title	Course provider	Year

### 4. Employment history

Please give details of relevant jobs held including part-time and unpaid work, starting with your present/last employer.

Employer (name and address)	Jobs held and main duties/ responsibilities	Dates From	To	Salary and/ or Grade

## 5. Knowledge, skills and experience

Tell us how your knowledge, skills and experience meet the selection criteria as detailed in the Person Specification. Please refer to the Guidance Notes for Job Applicants for an explanation.

You may find it useful to bullet point the selection criteria and give an explanation and examples of how you meet these.

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# Recruitment Monitoring

**Post Title:**            **Reference No:**    **Closing Date:**

To help us ensure that we are recruiting people in a fair and non-discriminatory way, all job applicants are asked to complete monitoring data about themselves. Please complete the sections below by ticking the appropriate box. This information will be treated as confidential. It will be separated from your application form and will not be seen by the recruiting panel.

Gender: Female  Male  Tick a box

Date of Birth: \_\_\_\_\_

**Do you consider your ethnic origin to be:**            Tick a box

<b>WHITE</b>	<input type="checkbox"/>	<b>BLACK</b>	<input type="checkbox"/>
British	<input type="checkbox"/>	Black British	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>
Another White background	<input type="checkbox"/>	Black African	<input type="checkbox"/>
		Another Black Background	<input type="checkbox"/>
<b>ASIAN</b>	<input type="checkbox"/>	<b>ANOTHER ETHNIC GROUP</b>	<input type="checkbox"/>
Asian British	<input type="checkbox"/>	Chinese/Vietnamese	<input type="checkbox"/>
Asian Indian	<input type="checkbox"/>	Cypriot Greek	<input type="checkbox"/>
Asian Pakistani	<input type="checkbox"/>	Cypriot Turkish	<input type="checkbox"/>
Asian Bangladeshi	<input type="checkbox"/>	Cypriot other	<input type="checkbox"/>
Another Asian background	<input type="checkbox"/>		
<b>Mixed</b>	<input type="checkbox"/>	<b>ANY OTHER ETHNIC GROUP</b>	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>	Please state:	
White and Black African	<input type="checkbox"/>	_____	
White and Asian	<input type="checkbox"/>	_____	
Another Mixed background	<input type="checkbox"/>	_____	

**Do you consider yourself to have a disability?**

Yes  No  Tick a box

If so, please state the nature of your disability:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have a disability, we will offer you an interview as long as you meet the essential criteria of the post. Also, please let us know of any special requirements you may have which will help us to ensure a fair selection.

The Disability Discrimination Act 1995 describes a disability as “A physical or mental impairment which has a substantial and long term effect on the persons ability to carry out normal day to day activities”.

