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**Employment Application**

**Please complete ALL sections of the form**

*N.B. Sections B and C of the application form will be detached and retained in Human Resources to ensure that your application is dealt with objectively*

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| **1. Job Details** | | | | | | | *Please provide details of the job for which you are applying* | | | | | | | | |
| Job Title: |  | | | | | | | | | | | | | | |
| Post Number/Job Reference: | | | | | | | | |  | | Closing date: | | | |  |
|  | | | | | | | | | | | | | | | |
| **2. Personal details** | | | | | | | | | | | | | | | |
| First Name(s): | | | | |  | | | | | Last Name: | |  | | | |
| Address: | | |  | | | | | | | Contact Details: | | | | | |
|  | | |  | | | | | | | Daytime: | | |  | | |
|  | | |  | | | | | | | Mobile: | | |  | | |
| Post Code: | | |  | | | | | | | Email address: | | |  | | |
| National Insurance Number: | | | | | | | | | | | | | | | |
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| **3. Present or Most Recent Employer / Employment** | | | | | | | | | | | | | | | |
| Name: | |  | | | | | | | | Period From: | | *(state month/year)* | | | |
| Address: | |  | | | | | | | | Period To: | | *(state month/year)* | | | |
|  | |  | | | | | | | | Telephone Number: | | | |  | |
|  | |  | | | | | | | | Basic salary: | | | |  | |
| Post Code: | |  | | | | | | | | Notice period: | | | |  | |
| Nature of business: | | | | | |  | | | | | | | | | |
| Position held: | | | |  | | | | | | | | | | | |
| Summary of responsibilities: | | | | | | | |  | | | | | | | |
| Reason for leaving: | | | | | |  | | | | | | | | | |

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| **4. Education, Training & Development** | | | | | | | | | | | |
| **Please tell us about your education, beginning with the most recent.**  *You must complete this section if some kind of educational attainment is stated as an essential or desirable attribute on the job description. You may include relevant training courses.* | | | | | | | | | | | |
| Date From | Date To | | | Name of School, College, University or Training Provider | | | | | Course Details, Qualifications Gained (specify grade/level) | | |
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| **5. Membership of Professional Organisations** | | | | | | | | | | | |
| Date Joined | | Institute/Organisation | | | | | Grade of Membership (where required) | | | | |
|  | |  | | | | |  | | | | |
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| **6. Previous employment (in chronological order, starting with most recent)**  *Please state all employment including voluntary work. Please account for any gaps in employment. Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from the Rehabilitation of Offenders Act 1974.*  *Please continue on a separate sheet if necessary.* | | | | | | | | | | | |
| Name of Employer and  Type of Business: | | | From | | To | | | Job Title, Grade  & Salary | | | Brief summary of duties and reason for leaving (if applicable): |
| (state month, year) | | | | |
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| **7. Previous Employment with Wirral Council** | | | | | | | | | | | |
| Have you ever worked for Wirral Council in any capacity?  *(If you answered ‘yes’ please complete questions below)* | | | | | | | | | | **Yes**  **No** | |
| Date of leaving: | | | | | | Reason for leaving: | | | | | |
| Have you ever accepted Voluntary Severance, Early Voluntary Retirement or discretionary compensation from Wirral Council? | | | | | | | | | | **Yes  No** | |

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| **8. Additional Information** |
| *Please use this opportunity to state clearly how you meet* ***each*** *of the* **Essential and desirable criteria** *set out in the employee specification. Give a brief summary of your reasons for applying for this post. Please continue on a separate sheet if necessary.* |
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| **9. Reference details** | | | | | | | | | |
| *Please give the names and addresses of two people who would be willing to provide a reference concerning your application.* ***One*** *of the referees* ***must be*** *your current/last employer who will be asked specifically about your attendance record.* | | | | | | | | | |
| Name: |  | | | | Name: |  | | | |
| Address: |  | | | | Address: |  | | | |
|  |  | | | |  |  | | | |
|  |  | | | |  |  | | | |
| Post Code: |  | | | | Post Code: |  | | | |
| Daytime contact number: | | |  | | Daytime contact number: | | |  | |
| Email address: | |  | | | Email address: | |  | | |
| Is this person your present or previous employer? | | | | Yes  No | Is this person your present or previous employer? | | | | Yes  No |
| If you answered ‘no’ to the above question, in what capacity does the referee know you? | | | | | If you answered ‘no’ to the above question, in what capacity does the referee know you? | | | | |
| ***References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*** | | | | | ***References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*** | | | | |
| Yes | No | | | | Yes | No | | | |
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| **10. Your availability** |
| *Please tell us when you are* ***not*** *available for interview in the 6 weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been indicated.* |
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| 11. Driving or car ownership status | | | |
| Are you a vehicle owner? | Yes | | No |
| Do you hold a full clean current licence? | Yes | | No |
| If No, please give details of any penalties or endorsements | | | |
| Please state any other type of licence you hold (e.g. HGV) | |  | |
|  | | | |
| **12. Declaration** | | | |
| *I certify that the information contained on this application form is accurate and true.*  *I give my consent to the processing, transfer and disclosure by Wirral Evolutions of all the information submitted by me during the recruitment process and throughout my subsequent periods of employment for pre-employment checks, equal opportunities monitoring, payroll operations, training and absence records (Data Protection Act 1988).*  *(N.B. Deliberate falsification or withholding of information will lead to disciplinary proceedings and may result in dismissal.)*  *I understand that canvassing will automatically disqualify my application.*  *If you return this form without a signature you will be assumed to have accepted the above declaration.* | | | |
| Signature: | Date: | | |

Thank you for your application.

This should be returned via email to [admin@wirralevolutions.org](mailto:admin@wirralevolutions.org) or returned by post to:

**Wirral Evolutions**

**Corporate Services – Recruitment**

**The Grange**

**Grove Road**

**Wallasey**

**CH45 0JA**

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| **Section B – Monitoring of Equality & Diversity** | | | | |
| Wirral Evolutions aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.  **Why do I need to complete Equality & Diversity Questions?**  The company has a legal duty to promote equality. This duty applies to everything the company does, both as an employer and a provider of services. In order to help us, please answer the following questions and complete the declaration at the bottom of the end page.  **What happens to the Equality & Diversity information?**  All data, in accordance with the Data Protection Act will be confidentially retained and used only for the purpose of reporting and for the production of statistical reports. The Equality & Diversity data will only be recorded and maintained on the employee’s personal record on the Human Resources system and used for the purpose of statistical reports in relation to equality and performance indicators including recruitment. | | | | |
| **Title of the job applied for:** | | |  | |
| **Post No/Job Reference No:** | | |  | |
| **Closing Date:** | | |  | |
|  | | | | |
| **Please repeat your Personal Details** | | | | |
| Title: | Full Name: | | | Marital Status: |
| **Age** | | | | |
| What is your date of birth? | | | |  |
| **Race & Ethnicity** | | | | |
| What is your ethnic group? *Please tick the relevant ethnic group. If you are in an ‘Any Other Background’ category please state what it is.* | | | | |
| A. White | | English  Other British  Irish  Any Other White Background\* | | |
| B. Mixed | | White & Black-Caribbean  White & Black-African  White & Asian  Any Other Mixed Background\* | | |
| C. Asian or Asian-British | | Indian  Pakistani  Bangladeshi  Chinese  Any Other Asian Background\* | | |
| D. Black or Black-British | | Caribbean  African  Any Other Black Background\* | | |
| E. Other Ethnic Group | | Arab  Gypsy/Romany/Irish Traveller  Any Other Ethnic Group\* | | |
| F. Do not wish to declare | | Do not wish to declare | | |

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| **Country of Birth** |
| What is your country of birth?  England  Wales  Scotland  Northern Ireland  Republic of Ireland  Other (please write in the current name of the country)  Do not wish to declare |
| **Religion or Belief** |
| What is your religion or Belief? \***If you have “Any Other Religion or Belief” then please state what it is.**  None  Christian (including Church of England, Catholic, Protestant & all other denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Humanist  Atheist  Agnostic  Pagan  Any other religion or belief\*  Do not wish to declare |
| **Nationality** |
| What is your nationality? (e.g. English, British, French, Spanish etc)  Do not wish to declare |
| **Sexual Orientation** |
| What is your sexual orientation?  Heterosexual  Lesbian or Gay  Bisexual  Asexual  Do not wish to declare |
| **Disability** |
| *The Company takes a positive approach in the selection of people with disabilities, including interviewing all disabled persons who meet the essential selection criteria. The Disability Discrimination Act 1995, defines disability as “a physical or mental impairment which has substantial and long-term adverse effect on the ability to carry out normal day to day activities.”* |
| Do you consider yourself to be a disabled person?  Yes  No  Do not wish to declare |
| If ‘Yes’ please provide details of any adjustments we might need to make in order to fulfil your needs at interview: |

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| **Marriage/Civil Partnership** | |
| Are you currently married?  Yes  No  Or in a civil partnership?  Yes  No  Do not wish to declare | |
| **Gender** | |
| What is your gender?  Male  Female  Do not wish to declare | |
| **Gender Reassignment** | |
| Is your gender identity the same as the gender you were assigned at birth?  Yes  No  Do not wish to declare | |
| *In order to improve the way in which we advertise in future, please tell us how you found out about this vacancy:* | |
| Job Centre   |  |  | | --- | --- | | Wirral Evolutions Website | Newspaper or other publication[[1]](#footnote-1) | | One Stop Shop | Other\* | | Personal recommendation   |  | | --- | | Newspaper or other publication (please specify) | | Other (please specify) | |

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| **Confirmation of Declaration** | |
| *The details given by me are correct to my knowledge and belief.* | |
| Signature: | Date: |

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| **Section C – Criminal Offences** | | | | | | | | |
| **Safer Recruitment & Employment Policy Statement**  *“Wirral Evolutions is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.”*  Whilst the company supports the rehabilitation of ex-offenders, it is committed in the recruitment of all employees to ensure safer recruitment to posts which involve working with children, vulnerable adults and/or to other positions of trust.  Therefore certain posts, due to the nature of the work being undertaken, are subject to a Disclosure and Barring Service Check (DBS).   * If the post is subject to a DBS check this will be stated in the job advertisement; to ensure that you declare relevant information please read the company’s Safer Recruitment & Employment Policy. * All candidates who are successful at interview for one of these posts must undertake a DBS check before the appointment can be confirmed. Please note you will be required to verify your identity by producing original documents at interview. We will process the application and pay the charge to the Disclosure and Barring Service. | | | | | | | | |
| **Title of the job applied for:** | | | |  | | | | |
| **Post No/Job Ref No:** | | |  | | | | **Closing Date:** |  |
|  | | | | | | | | |
| **Please repeat your Personal Details** | | | | | | | | |
| Title: |  | Full Name: | | |  | | | |
| **Declaration of Criminal Offences** | | | | | | | | |
| Have you ever been convicted, or received a caution, warning or final reprimand, for an offence that will not be filtered from the Police National Computer (PNC) by the Disclosure & Barring Service (DBS)? | | | | | | | | |
| No  Yes | | | | | | | | |
| If Yes, please give details: | | | | | | | | |
|  | | | | | | | | |
| **Confirmation of Declaration** | | | | | | | | |
| *The details given by me are correct to my knowledge and belief. I understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or any other supporting document.* | | | | | | | | |
| **Signature:** | | | | | | **Date:** | | |

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| **HR Office Use only:** | | | | |
| *Post requires* | Enhanced | Standard | *CRB Disclosure Check or* | None required |

1. [↑](#footnote-ref-1)