

APPLICATION FOR EMPLOYMENT



CONFIDENTIAL

Please return this form to:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Office Use Only</td> <td style="width: 50%;">App No</td> </tr> <tr> <td>Shortlisted: YES/NO</td> <td>Interviewed: YES/NO</td> </tr> <tr> <td>Successful YES/NO</td> <td>Pre Offer Check: YES/NO</td> </tr> <tr> <td>Date Offered:</td> <td></td> </tr> <tr> <td>Date Accepted:</td> <td></td> </tr> </table>	Office Use Only	App No	Shortlisted: YES/NO	Interviewed: YES/NO	Successful YES/NO	Pre Offer Check: YES/NO	Date Offered:		Date Accepted:	
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Date Offered:											
Date Accepted:											

JOB TITLE	JOB NUMBER
DIRECTORATE	CLOSING DATE
SERVICE AREA	

Surname/Family Name	Initials	Address:
Daytime Telephone:		Post Code:
Home Telephone:		Date of Birth: (if under 21)
E-mail Address:		

EMPLOYMENT - Details of present or most recent employment. (Please also give details of any other employment which, with the job applied for, would mean you would be working more than an average of 48hrs per week).

Job Held	Employer and Address	From: To: (if applicable)	Wage/Salary Grade

Brief details of main duties/responsibilities:

Length of notice required or date you could start:

EMPLOYMENT - Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (eg unemployment, voluntary work, raising a family, part time work). (Enclose additional sheets if necessary).

Employer	Job Held and Brief Details	Reason for Leaving	From	To

QUALIFICATIONS/TRAINING- Please give details of any qualifications obtained and training courses undertaken **which are relevant to the job** together with dates.

Qualifications and Training (show grades and institution where obtained)	From	To

SUITABILITY FOR THE JOB

Please state why you think you are suitable for this job.

Note: The Applicants Charter states “we will recruit solely on merit”. To do this we will seek to match the information you provide against the person specification. Therefore, you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas other than paid work.

Enclose additional sheets if necessary.

ADDITIONAL INFORMATION

If the post you are applying for is full-time would you like to Job Share it? YES/NO

The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are 'spent' under the provisions of the Act.

If you are to be recommended for the post you will be subject to a Criminal Records Bureau check. This will be an **enhanced** disclosure.

You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.

I have read the above statement and *have no convictions to declare/* have the following convictions to declare (*Delete as necessary).

Please set down the details including dates on a separate sheet and return in a sealed envelope marked "private and confidential" with your completed application form.

Other than any details given on Page 1 are you in receipt of any income or pension from Sheffield City Council, including any payments received via agency work? YES/NO

Have you ever been dismissed from employment with Sheffield City Council or any other employer? YES/NO

If 'YES' state from where and when.

Please give any dates when you are not available for interview.

REFERENCES - Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity.

REFEREE (1) (Present or most recent employer)	REFEREE (2) *Employment/Personal Capacity (*delete)
Name Job Title	Name
Address	Address
Tel No. Fax No.	Tel No. Fax No.

References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why.

You may use a Councillor or Council employee as a referee if they are not directly involved in the recruitment process (unless no alternative exists). However any attempt to influence the process in your favour or on your behalf will disqualify you.

By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us.

DECLARATION - The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to my being dismissed if appointed to the post.

Signature:

Date:

