



South Tyneside Council

APPLICATION FOR EMPLOYMENT

Application for the post:	Section/Directorate:
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Closing Date (noon):	Office ID Number:
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South Tyneside Council
is an Equal Opportunities Employer and operates a
smoking policy.



Unless otherwise stated, please return your completed application form to:
Human Resources, Town Hall and Civic Offices, Westoe Road, South Shields, Tyne and Wear. NE33 2RL or
email it to jobs@s-tyneside-mbc.gov.uk

PLEASE READ THE GUIDANCE NOTES CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM

PERSONAL DETAILS (please complete in BLOCK capitals, in either black ink or typescript)

Surname:	Initial(s):
Address:	Home telephone no: Mobile telephone no: E-mail address: Work telephone no: May we call you at work? YES
Do you have a valid full driving licence? YES	National Insurance Number:

DETAILS OF CURRENT OR MOST RECENT EMPLOYMENT

Name & Address of employer:	Post title: Annual salary/Weekly Wage: Salary scale (where appropriate):
Date appointed:	Notice required or date left (if appropriate):
Reason for leaving (if appropriate):	
Please give a brief description of your current duties:	

DETAILS OF PREVIOUS EMPLOYMENT (please list in chronological order, starting with the most recent first)

Name of Employer	Job Title	Salary	From	To	Reason for Leaving

EDUCATION AND TRAINING

School, College and/or University attended	From	To	Subject	Result/Grade Achieved

If you are a member of a Professional Body or Institute please give details:

Please give details of any training courses you have attended which will support your application:

Nature of Course	Date/s Attended	Duration of Course

ATTENDANCE RECORD

How many days absence due to sickness have you had in the last 12 months?

Number of days:

Number of occasions:

Reasons (if you wish to explain):

FURTHER INFORMATION

Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable applicant for this post, specifically in relation to the job description and person specification:

Please continue onto a separate sheet if necessary.

REFERENCES

Please give the details of two people to whom reference can be made regarding your experience and suitability for the post for which you have applied. At least one of these should be from your present or most recent employer (where applicable). References will be requested if you are invited for interview, unless you tick the relevant box.

Name and Address	Name and Address
Please do not contact prior to interview <input type="checkbox"/>	Please do not contact prior to interview <input type="checkbox"/>
Position/Occupation:	Position/Occupation:

Please note that canvassing, either directly or indirectly, of Senior Officers or Elected Members of the Council will lead to the disqualification of your application. If you are a partner of or are related to any Senior Officer or Elected Member of the Council, or if applying for a post based at a School and you are related to a member of the Governing Body, you must give details, including name and relationship below:

DECLARATION

I confirm that the information given in this application form is correct.	
SIGNATURE:	DATE:



EQUALITY AND DIVERSITY MONITORING FORM

We have a legal duty to monitor information on equality and diversity in our recruitment process. We also want to make sure that our Equality and Diversity in Employment Policy is working, so we need you to complete this form to help us to do this. The information you provide on this monitoring form is strictly confidential and will not be taken into account when deciding upon your suitability for the post you have applied for.

Application for the post of:	Directorate:	Closing Date(noon): Office ID Number:
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Please Complete in Block Capitals

Surname:	Forename:	Middle Names
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I am: Date of Birth: (dd/mm/yyyy)

SINGLE <input type="checkbox"/>	MALE <input type="checkbox"/>
MARRIED <input type="checkbox"/>	FEMALE <input type="checkbox"/>

My ethnic/cultural origin is (please tick one box only):
(These categories are based on guidelines issued by the Commission for Racial Equality and were used in the 2001 Census)

Black or Black British Caribbean: <input type="checkbox"/> African: <input type="checkbox"/> Any other Black Background (please specify):	White British: <input type="checkbox"/> Irish: <input type="checkbox"/> Any other White Background (please specify):
Asian or Asian British Indian: <input type="checkbox"/> Pakistani: <input type="checkbox"/> Bangladeshi: <input type="checkbox"/> Sri Lankan: <input type="checkbox"/> Any other Asian Background (please specify):	Mixed White and Black Caribbean: <input type="checkbox"/> White and Black African: <input type="checkbox"/> White and Asian: <input type="checkbox"/> White and Arab/Middle Eastern: <input type="checkbox"/> Any other Mixed Background (please specify):
Chinese Chinese: <input type="checkbox"/> Any other Chinese Background (please specify):	Arabic or Middle Eastern/Any other Ethnic Group Arab: <input type="checkbox"/> Iranian: <input type="checkbox"/> Any other Arabic or Middle Eastern group (please specify): Any other ethnic group (please specify):

I saw this vacancy advertised in:

Signed:

Date

Thank you for taking the time to complete this form
Please ensure that it is returned with your completed application form



GUIDANCE NOTES FOR CANDIDATES WITH A DISABILITY



As a Disability Symbol user, we are showing our commitment to good practice in employing people with disabilities. We guarantee to interview all applicants with a disability who meet the essential criteria of a post and to consider applicants on the basis of their ability to do the job.

REMEMBER! If you do not wish to disclose that you have a disability then we cannot guarantee you an interview under the scheme outlined above.

The Disability Discrimination Act 1995 defines a disability as; “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”

- **Physical impairment** includes sensory impairments
- **Mental impairment** includes learning disabilities and mental illness
- **Substantial** means that the effect must be more than minor, e.g. the inability to turn taps or knobs or to remember and relay a simple message
- **Long term** has lasted, or is likely to last at least 12 months or for the rest of your life
- **Day to day activities** are activities carried out on a regular basis, including mobility, manual dexterity and physical co-ordination

Please complete the section below if you consider yourself to have a disability

Please give details of how you consider yourself to have a disability and how long this has lasted:

If you consider yourself to have a disability, has it prevented you from meeting the essential requirements for the post?

Yes No

If Yes please provide further information.

Please state below any special facilities or aids you may require should you be invited to attend for interview:



South Tyneside Council

GUIDANCE NOTES FOR THE COMPLETION OF YOUR APPLICATION

If you need any help to complete your application form, please contact the Human Resources Service of the Resources Directorate on (0191) 424 7335. We can also provide application forms in Braille, large print or audio cassette.

1.0 Data Protection Act 1998

We will use the information you give to us to do the tasks we need to for the job shown in the title of these forms, carry out any of our official business and stop fraud or crime. Under the Data Protection Act 1998 South Tyneside Council is the Data Controller (the holder, user and processor of data) for the information you have given us on these forms.

2.0 General Points

Please note the closing date, late applications will not normally be considered. Please include as much relevant information as possible on the application form. Information provided on CV's will not be considered for shortlisting purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability for the post and it is unlikely that you will be shortlisted for interview. Application forms should be completed in black ink or typescript. If you do not have enough space on the form please continue on a separate sheet of paper. Personal details e.g. surname should be included on any supplementary sheets.

3.0 Personal Details

Please ensure that you enter your National Insurance Number. As an employer, the Council has responsibilities under Section 8 of the Asylum and Immigration Act 1996, not to employ individuals (aged 16 or over) who are subject to immigration control. For further information please contact the Human Resources Service on (0191) 424 7335. Depending upon the post for which you are applying you may be required to have a vehicle available for use at work or in the case of disabled candidates, access to a means of mobility transport.

4.0 Details of current or most recent employment

As a brief description of your current duties, you should include those duties which are particularly relevant to the post for which you are applying.

5.0 Details of previous employment

You must include details of your previous work history, including training schemes etc. Please start with your most recent former employment first and work backwards.

6.0 Education and Training

Please provide full details about your education and training, paying particular attention to the grades/results you achieved. If appointed, you will be asked to provide proof of your qualifications. Details of any training courses which you feel may support, or are relevant to your application, should also be included.

7.0 Further Information

You need to detail how you match the criteria on the person specification and also how your previous experience, knowledge and skills match the requirements of the job description. Don't just say that you meet the criteria, give examples of what you did and how you did it. Giving full details will enable us to assess your suitability for the position for which you are applying.

8.0 Relationships to Senior Officers, Elected Members or Members of School Governing Bodies

Please bear in mind that any false or incorrect information you give may result in any offer of employment being withdrawn or if in post, your dismissal. Canvassing, either directly or indirectly of Senior Officers or Elected Members of the Council will lead to the disqualification of your application.

9.0 References

If you do not want us to approach your referees before your interview please indicate by ticking the box provided. Please note that if successful, your appointment will only be confirmed subject to satisfactory references being received.

10.0 Declaration

Please ensure that you sign and date the declaration at the end of your application form.

11.0 Equality and Diversity

Please complete and return the Equality and Diversity Monitoring Form. We have a legal duty to monitor information on equality and diversity in our recruitment process. We also want to make sure that our Equality and Diversity in Employment Policy is working, so we need you to complete the Equality and Diversity Monitoring Form to help us do this. The information that you provide is strictly confidential and will not be taken into account when deciding upon your suitability for the post you have applied for. The form will be separated from the application form before the selection process begins.

Our Equality and Diversity in Employment Policy statement is;

“South Tyneside Council reaffirms its opposition to unfair discrimination in employment and commits itself to a comprehensive policy of equal opportunity. The aim of this policy is to ensure that the recruitment, selection, training and promotion of our employees is based solely on the criteria of merit, ability and the requirements of the job and that therefore, no job applicant or employee will receive less favourable treatment on the grounds of sex, race, colour, ethnic origin, age, marital status or disability.”

As a Disability Symbol user, we are showing our commitment to good practice in Employing people with disabilities. We guarantee to interview all applicants with a disability who meet the essential criteria of a post and to consider applicants on the basis of their ability to do the job. REMEMBER! If you do not wish to disclose that you have a disability then we cannot guarantee you an interview under the scheme outlined above.

12.0 Declaration of Convictions

Depending upon the position for which you apply you may be required to obtain a standard or enhanced disclosure from the Criminal Records Bureau. You will be informed of the level of disclosure you require at interview. Please note – a criminal record will not necessarily be a bar to obtaining a position with the Council.

13.0 Final Note

Please check that you have completed all of your the details on the application form and that you have completed and returned your Equality and Diversity Monitoring Form.

14.0 Completed Application Form

Unless otherwise stated, please return your completed form to:

South Tyneside Council
Head of Human Resources
Resources Directorate
Town Hall and Civic Offices
Westoe Road
South Shields
Tyne and Wear
NE33 2RL

If you do not hear from us within 6 weeks of the closing date, please assume that your application has been unsuccessful. Thank you for your interest in employment with South Tyneside Council.