**Application form**

The information given on this form will be treated in confidence and in accordance with Redcar and Cleveland Borough Council’s Employment Candidate Privacy Notice. Any offer of employment will be subject satisfactory pre-employment clearances including documentary evidence showing your entitlement to work in the UK under the Asylum and Immigration Act 1996.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not attached a CV, written references, examples of work or other supporting information unless it is specifically requested.

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| **Position Applied For** |  |

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| **Guaranteed interview Schemes** | |
| Redcar and Cleveland Borough Council offers a guaranteed interview scheme to the following applicants:   * Those who consider themselves disabled as defined by the Equality Act 2010 * Those in care or have left care and are aged 24 and under * Armed forces veterans whose last long term substantive employer was the armed forces   If you meet one or more of the criteria above, and wish to be considered for this scheme, a guaranteed interview will be offered so long as your application can demonstrate you meet the essential criteria for the role. If you wish to be considered for the guaranteed interview  scheme, please indicate which criteria you meet below | |
| Are you in care, or a care leaver? | Yes ❑ No ❑ |
| Do you consider yourself disabled? | Yes ❑ No ❑ |
| Are you an Armed Forces Veteran? | Yes ❑ No ❑ |

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| **Personal Details** | | | | | | | |
| Surname |  | | | | Forename(s) | |  |
| Previous Surname(s) | |  | | | Previous Forename(s) | |  |
| Preferred Title | |  | | | Date of Birth | |  |
| Address | |  | | | | | |
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| Mobile Tel Number | |  | | | Work Tel Number | |  |
| Email Address | |  | | | | | |
| Where did you hear about this vacancy? | | | | |  | | |
| National Insurance Number | | | | |  | | |
| Please indicate below any dates you are unavailable for interview | | | | | | | |
| Are there any special arrangements/adjustments you need for the interview? | | | | | | | |
| If required in the person specification, do you have a full and current driving licence? | | | | | | | |
| **Education History**  (Including further /higher education) | | | | | | | |
| Where Studied (most recent first) | | | Dates | | | Subject and Qualification Obtained | |
| From | To | |
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| **Professional Registraton/ membership**  (Please provide membership numbers where applicable | |
| **Professional Body** | **Membership Number** |
| Health & Care Professions Council |  |
| NMC Registration number |  |
| **Any other professional body membership e.g., CIPD, CIMA (Please provide detail of the professional body and your membership number below)** | |

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| **Present Employment**  (Do not complete this section if you are currently unemployed) | | | | | | |
| Name of Employer | |  | | | | |
| Address of Employer | |  | | | | |
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| Position Held | |  | | | | |
| Current Salary | |  | | | | |
| Current Grade (if applicable) | |  | | | | |
| Employed From | |  | | Notice Required | |  |
| Please give a brief description of current duties, responsibilities, and achievements | | | | | | |
|  | | | | | | |
| **Previous Employment History**  (Please give your complete employment history and explain any gaps in your employment history) | | | | | | |
| Employer |  | | Job Title | |  | |
| Employed From |  | | Employed To | |  | |
| Current Salary |  | | Current Scale (if applicable) | |  | |
| Address |  | | | | | |
|  | | | | | |
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| Reason for Leaving |  | | | | | |
| Please give a brief description of current duties, responsibilities, and achievements (recommended word count max 200) | | | | | | |
|  | | | | | | |
| Employer |  | | Job Title | |  | |
| Employed From |  | | Employed To | |  | |
| Current Salary |  | | Current Scale (if applicable) | |  | |
| Address |  | | | | | |
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| Reason for Leaving |  | | | | | |
| Please give a brief description of current duties, responsibilities, and achievements (recommended word count max 200) | | | | | | |
|  | | | | | | |
| Employer |  | | Job Title | |  | |
| Employed From |  | | Employed To | |  | |
| Current Salary |  | | Current Scale (if applicable) | |  | |
| Address |  | | | | | |
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| Reason for Leaving |  | | | | | |
| Please give a brief description of current duties, responsibilities, and achievements (recommended word count max 200) | | | | | | |
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| **Relevant Experience**  (Pease read the job description and person specification, then carefully explain how your knowledge, skills and experience is relevant to the post) |
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| **Refer a Friend** |
| Are you applying under our Refer a Friend Policy? Yes / No  If yes, please provide the name and job title of the member of staff who told you about this job |

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| **References** | | | | | |
| PLEASE NOTE: References are required for all posts. If you have previously been employed, you will need complete details of two referees who can comment on your work performance, one of which must be your present or most recent employer  If you have worked for RCBC previously, you will need to provide details of your previous RCBC line manager as your 2nd reference. | | | | | |
| 1 - Referee Name |  | Job Title |  | | |
| Relationship to applicant | |  | | | |
| Organisaiton | |  | | | |
| Address | |  | | | |
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|  | | | |
| Phone Number | |  | | | |
| Work E-mail Address | |  | | | |
| If this person is not available who else can we contact for a reference | | | |  | |
| Do we have permission to contact your referee prior to job offer? Yes / No | | | | | |
| 2 - Referee Name |  | Job Title |  | | |
| Relationship to applicant | |  | | | |
| Organisaiton | |  | | | |
| Address | |  | | | |
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|  | | | |
| Phone Number | |  | | | |
| Work E-mail Address | |  | | | |
| If this person is not available who else can we contact for a reference | | | | |  |
| Do we have permission to contact your referee prior to job offer? Yes / No | | | | | |

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| **Declaration – ALL SECTIONS MUST BE COMPLETED** | |
| Are you related to any Elected Members of the Council, or any Senior Officer? Yes/No  If yes, please give name of Elected Member / Senior Officer below | |
| Have you previously worked for RCBC? Yes/No  If yes, please provide reason for leaving below | |
| Redcar and Cleveland Borough Council will collect and process information relating to you in accordance with our GDPR Employment Candidate Privacy Notice, which can be found in the supporting information for this job advert and also on the Redcar and Cleveland Borough Council website at [Jobs and apprenticeships | Redcar and Cleveland (redcar-cleveland.gov.uk)](https://www.redcar-cleveland.gov.uk/jobs-and-apprenticeships)  By completing this form, I declare that all the information on this application form is true and correct. I have not sought the support of or canvassed directly or indirectly any Elected Member or Senior Officer of Redcar & Cleveland Borough Council.  Are you barred from working with children? Yes / No  Are you barred from working with Adults? Yes / No  **IT IS A CRIMINAL OFFENCE TO APPLY FOR A POST WORKING WITH CHILDREN OR ADULTS IF YOU ARE BARRED.** | |
| Signature |  |
| Date |  |