



North Tyneside Council



RETURN ADDRESS:

Human Resource Unit
Quadrant
The Silverlink North
Cobalt Business Park
Newcastle upon Tyne
NE27 0BY

Employment Application Form

REF NO.

Application for the post of		
Service		
Please complete in black ink.		
Please do not enclose a CV as it will not be considered		
Surname <i>block letters</i> :		Title: Mr, Mrs, Miss, Ms, other
Forename(s) <i>block letters</i> :		
Address if this is a temporary address, please also give your usual home address:		
Contact telephone numbers and times available:		Home:
Email address:		Work:
		Mobile:
Please specify what hours you wish to work by ticking one of the following:		(a) full time
		(b) part time (please state hours)
		(c) either
Please specify where you saw this job advertised:		

Work permits Do you need a work permit to undertake full or part-time work in the UK?	Yes		No	
Which visa do you hold?				
When does this visa expire?				
I declare that the information in this form is true. I understand that false information may make me liable for dismissal if I am appointed.				
Signature:	Date:			
Note: If you have not been contacted within six weeks after the closing date, you may assume your application has been unsuccessful.				
Are you interested in jobs of a similar nature? Yes <input type="checkbox"/> No <input type="checkbox"/>				

Referees Please give names of two people who we can ask for a reference. If you are in, or have just completed, full-time education one referee should be from your school/college. If you are in employment, one referee must be a manager with your present employer. If you are unemployed, one referee must be a manager with your last employer. Please be aware it is our policy to seek references prior to interview.			
1	Name	2	Name
	Position		Position
	Relationship		Relationship
	Address		Address
	Tel. number		Tel. number

Partners or relatives of councillors or employees

To ensure fairness, canvassing or failure to provide this information will result in our not considering your application.

Are you related to or do you have a current personal relationship with any councillor or employees in the Council?

If yes, please state the name of the relative or partner and the position held

Name:

Position:

Do you receive an occupational pension from the Local Government Pension Scheme?

Yes

No

Rehabilitation of Offenders Act 1974 - Disclosure of Previous Convictions

This only applies to posts that have a job reference number with the prefix **DE, DS or DB**. Do the letters DE, DS or DB come before the job reference number on the front of this application form? (please tick one box)

Yes If yes, complete below

No If no, please go to next section

If yes:

- this post is exempt from the Rehabilitation of Offenders Act 1974. So you must tell us about any convictions you may have, even if they are considered to be 'spent' under this act
- any offer of employment will be subject to a criminal record check from the Criminal Records Bureau before we confirm the appointment. This record check will include details of cautions, reprimands or final warnings, as well as convictions.

We will keep in strict confidence any information we receive from the Criminal Records Bureau. We will store it securely during the recruitment and selection process.

A criminal record will not affect your chances for a post unless it makes you unsuitable for appointment. In making this decision, we will consider the nature of the offence, how long ago and what age you were when it was committed, and any other relevant factors, including the Council's policies.

Details of any previous convictions

You must include: (a) nature of offence, (b) date committed, (c) any other relevant factors

Please continue on a separate sheet if necessary

Present employment or last employment if you are not currently employed

Name of employer:

Address of employer:

Position held: (North Tyneside Council employees please state employee number)

Salary:

Grade:

Date employed from:

Date employed to:

Period of notice required:

Sickness (in days) within the last 12 months:

Main duties and responsibilities:

Previous employment/work/voluntary experience: most recent first

Name and address of employer

Position held

From

To

Education and training Please list all qualifications you have achieved: most recent first			
Place of study	Course studied and dates	Qualification gained/ results achieved (details of subject grades etc., where known)	Year Obtained

Education and qualifications you are working towards	
Place of study	Course/qualification

Membership of professional bodies	Level of membership	Year obtained

Other courses attended	Length of course	Details of course

Relevant skills and experiences that you would bring to this job

Please use this page to show how your experience, skills and abilities are relevant to the post. Remember to include any experience you have gained in community or voluntary work, looking after children or elderly people etc. as well as previous or present employment.

Please do not include CVs

If you need more space, please attach a separate sheet of paper.

Please make sure that on each page you write:

(a) Name (b) Job title (c) Job ref no

Unless otherwise stated, please return your application form to:

**Human Resources, North Tyneside Council,
Block C, Harvey Combe, Killingworth. NE12 6WQ**

Job Ref No:

Equality Monitoring Form

The Council operates a policy of equal opportunities and wishes to ensure that all applicants are considered solely on their merits. Therefore, we need to be able to check that our decisions are not influenced by unfair or unlawful discrimination. To help with this, please complete this form. Your answers will be treated confidentially and used only for statistical purposes.

Surname:

Forename:

Date of birth (dd/mm/yyyy):

1. Ethnic origin: What is your ethnic group?

Choose **one** section from A to E, then tick the appropriate box to indicate your background.

A	Asian, Asian British, Asian English, Asian Scottish, or Asian Welsh <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please write it here)	D	Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed background (please write it here)
B	Black, Black British, Black English, Black Scottish, or Black Welsh <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please write it here)	E	White British <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Other (please write it here)
C	Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Other ethnic group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other background (please write it here)		<input type="checkbox"/> Any other White background (please write it here)

2. Nationality:

3. Sex: Female Male

4. Disability:

We will invite applicants with disabilities for interview if they meet the essential job criteria.

Do you consider yourself to have a disability?

Yes **No**

5. Religion:

C O N F I D E N T I A L

Please remember to submit this form with your completed application form.

There are various ways to return this form:

Online: northtyneside.gov.uk or sector1.net
Email: recruitment@northtyneside.gov.uk

Post: Human Resource Unit
Quadrant
The Silverlink North
Cobalt Business Park
Newcastle upon Tyne
NE27 0BY

**NTC council
Employees:** Courier Code D1

Telephone: 0845 2000 101 for general enquiries.