

CONFIDENTIAL

APPLICATION FOR THE POST OF



.....

Department:

.....

Where did you see this post advertised?

.....

Ref: (Official use only)

**Please write in CAPITAL LETTERS using black Ink or type.
Please do not enclose a CV as this will not be considered**

Disabled applicants will be guaranteed an interview if they meet the minimum criteria for the job.
Please tick if applying on this basis.

City of York Council welcomes individuals to apply on a job-share basis.
Please tick if you are applying for job-share.

PERSONAL DETAILS

Last name:

Initials:

Email:

Address:

Home telephone number:

Daytime telephone number:

PRESENT EMPLOYMENT OR LAST EMPLOYMENT IF NOT CURRENTLY EMPLOYED

Job title:

Name and address of employer:

Date of appointment

Present or final salary: £

Date of leaving (if not currently employed):

Period of notice required:

Please give a brief description of your major duties and responsibilities:

| From - To | Job title | Employer | Brief details of duties |
|-----------|-----------|----------|-------------------------|
| | | | |

VOLUNTARY/UNPAID ACTIVITIES

| Time input | Position held | | Brief details of duties (can be expanded on page 3) |
|------------|---------------|--|--|
| | | | |

EDUCATION/TRAINING/QUALIFICATIONS

Candidates may be requested to provide proof of education/training/qualifications

Dates

Details

Please continue on a separate piece of paper if necessary

Please list any institution or society of which you are a member, the class of membership, the date obtained and state if by examination.

Do you have a current driving licence?

YES

NO

PROVISIONAL

CAR

MOTORCYCLE

LGV

ABILITIES, SKILLS, KNOWLEDGE & EXPERIENCE

Please give your reasons for making this application. You need to read the job plan carefully, then explain how your skills, abilities and experience fit you for this post. These may have been gained through paid employment, voluntary/community work, domestic responsibilities, spare time activities and training.

Please continue on a separate piece of paper if necessary

#

(please remember to turn over and complete page 4)

REFERENCES

Please give the names and addresses of two people, not relatives, one of whom should be your present employer (or last employer if not currently employed) who can comment on your suitability for this post.

Name:

Name:

Address:

Address:

Telephone number:

Telephone number:

Job title:

Job title:

Relationship:

Relationship:

May we take up reference without contacting you beforehand?

May we take up reference without contacting you beforehand?

In accordance with the Equality in Employment Statement, disabled candidates will be treated fairly and on the basis of merit only. In order for the Council to fulfil its duties under the Disability Discrimination Act 1995, aids and adaptations will be provided if necessary.

Please answer the following:

Do you consider yourself to have a disability? YES NO

Would the provision of any aids or modifications assist you in carrying out the duties of the post?

Is there any provision you require if invited for interview?

DECLARATIONS

Are you related to any Elected Councillors or employees of City of York Council?

YES

NO

If YES please give name(s) and relationship:

This is to ensure that your relative is not involved in the selection process.

Have you ever been dismissed from a post because of misconduct or resigned whilst disciplinary action has been taken against you?

YES

NO

If so, and you consider it relevant to the post for which you are applying, please give further details on a separate sheet of paper.

I understand that canvassing any members of City of York Council in connection with this appointment will disqualify me.

Information on this form may be held on manual or computer systems and is subject to the provisions of the Data Protection Act 1984.

I understand that a medical examination may be necessary in connection with this post and that my appointment would be subject to satisfactory medical clearance.

I declare that the information given on this application is to the best of my knowledge true and complete.

Signed: Date: __ / __ / __

Please return completed form in an envelope marked 'CONFIDENTIAL' to: The Recruitment Pool, 1st Floor, 20 George Hudson Street, York, YO1 6WR