Application for Employment

Thank you for your interest in working for Test Valley Borough Council. We pride ourselves on being an employer of choice; please look at the jobs pages on our website to find out more about working at the Council. Prior to completing this application form, please take a look at all the information relating to the role you are interested in. In completing your application form, be specific, and let us know how you meet the job skills and competencies set out in the Job Description and Person Specification.

We appreciate the effort you are taking in applying for this position and will always contact you to let you know we have received your application.

This application is made up of five sections. Please ensure you complete all relevant sections of the application form including the declaration at the end.

* Section 1 - Personal Details
* Section 2 - Application Form
* Section 3 - Monitoring information
* Section 4 - Guaranteed Interview Scheme
* Section 5 - Fair Processing Statement and Declaration

Please contact [jobs@testvalley.gov.uk](mailto:jobs@testvalley.gov.uk) or 01264 368106 should you require this form in an alternative format.

Please send completed application forms to [jobs@testvalley.gov.uk](mailto:jobs@testvalley.gov.uk) or Beech Hurst, Weyhill Road, Andover, SP10 3AJ

Please confirm the following details:

|  |  |
| --- | --- |
| **Position Applied for** | Casual Worker Bank |
| **How did you find out about this vacancy?** |  |

Section 1 - Personal Details

|  |  |
| --- | --- |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Home address (including postcode) |  |
| Telephone number(s) |  |
| E-mail address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you currently employed by Test Valley Borough Council? | Yes |  | No |  |
| If yes, please go to Section 2  If no, please continue below |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you lawfully resident in the UK? | Yes |  | No |  |
| Are there any restrictions on your continued residence in the UK? | Yes |  | No |  |
| If yes, please specify |  | | | |
| Are there any restrictions on your employment within the UK? | Yes |  | No |  |
| If yes, please provide details |  | | | |

To ensure fairness throughout the recruitment and selection process, we need to be made aware of any relationships you may have with Councillors or employees of the Council.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a direct relationship to an elected Councillor or employee of the Council? | Yes |  | No |  |
| If yes, please provide the name of the person(s) and the nature of the relationship |  | | | |

**Rehabilitation of Offenders**

Please provide details of any unspent convictions. If you are applying for a position which meets the Disclosure and Barring Service criteria, we require your permission to carry out a Disclosure and Barring Check.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any unspent convictions under the Rehabilitation of Offenders Act (1974) | Yes |  | No |  |
| If yes, please provide details |  | | | |

Section 2 – Application Form

**Education**

Please provide details of your education; you may be requested to provide copies of certificates for verification purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| School, College, University | Subject | Qualification Level and Grade | Date Obtained |
|  |  |  |  |

**Employment History**

Please provide your current or most recent employment details

|  |  |
| --- | --- |
| Name and address of Employer |  |
| Type of business |  |
| Job title |  |
| Dates of employment |  |
| Salary |  |
| Reason for leaving (if applicable) |  |
| Please provide a brief description of your duties and responsibilities | |
|  | |

**Previous Employment**

Starting with the most recent, please provide details of your employment history.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Job title | Dates employed | Reason for leaving |
|  |  |  |  |

**Training Courses**

Please list details of any relevant training courses you have attended. You may be asked to provide copies of certificates for verification.

|  |  |  |  |
| --- | --- | --- | --- |
| Training Course | Organising Body | Dates | Duration |
|  |  |  |  |

**What interests you about undertaking work for the Council?**

**Please provide details of your availability. Please note that some roles require evening and weekend working so please detail availability over the full week:**

**References**

We require a minimum of two satisfactory references to confirm your employment with the Council. Please give details of two referees below, one of which must be your current or most recent employer.

If you do not have a current or recent employer, please provide a personal reference from a person who is known to you and is of a professional standing. For example, Teacher, Civil Servant, Accountant.

We will only contact your referees once you have accepted a conditional offer of employment with Test Valley Borough Council. By returning this form you agree to them being contacted at this time.

Reference 1

|  |  |
| --- | --- |
| **Name** |  |
| **Company** |  |
| **Position** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email** |  |

Reference 2

|  |  |
| --- | --- |
| **Name** |  |
| **Company** |  |
| **Position** |  |
| **Address** |  |
| **Telephone number** |  |
| **Email** |  |

Section 3 – Equal Opportunities Monitoring

The Council is committed to equality and diversity in our selection process and employment practices. We monitor applications we receive on an ongoing basis. We treat all applications equally based on their merits regardless of colour, race, nationality, ethnic or national origins, religion, gender, disability, age or sexual orientation.

To assist the Council with this monitoring and achieving a diverse and inclusive workforce, please provide the following information. This will only be used for confidential monitoring and will be separated from your application form.

|  |  |
| --- | --- |
| Position applied for | Casual Worker Bank |

|  |  |
| --- | --- |
| Date of birth |  |

|  |  |  |
| --- | --- | --- |
| Gender | Male |  |
| Female |  |
| Prefer not to say |  |

|  |  |  |
| --- | --- | --- |
| Is your present gender the same as the one assigned at birth? | Yes |  |
| No |  |
| Prefer not to say |  |

|  |  |  |
| --- | --- | --- |
| Marital status | Single |  |
| Married |  |
| Attached |  |
| Civil partnership |  |
| Prefer not to say |  |

|  |  |  |
| --- | --- | --- |
| Sexual orientation | Heterosexual |  |
| Gay/Lesbian |  |
| Bisexual |  |
| Other |  |
| Prefer not to say |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ethnic background | **White** | | | | | | | | | |
| British | | |  | Irish | | | | |  |
| **Black or Black British** | | | | | | | | | |
| African | | |  | Caribbean | | | | |  |
| Other | | |  |  | | | | |  |
| **Other ethnic group** | | | | | | | | | |
| Arab | |  | | | Other | |  | | |
| **Mixed** | | | | | | | | | |
| White & Asian | | |  | White & Black | | | |  | |
| White & Black African | | |  | Other Mixed | | | | |  |
| **Asian or Asian British** | | | | | | | | | |
| Bangladeshi |  | | | Indian | |  | | | |
| Pakistani |  | | | Other | |  | | | |

|  |  |  |
| --- | --- | --- |
| Religion | Buddhist |  |
|  | Christian |  |
|  | Sikh |  |
|  | Jewish |  |
|  | Hindu |  |
|  | Muslim |  |
|  | Other |  |
|  | No religion |  |
|  | Prefer not to say |  |

|  |  |  |
| --- | --- | --- |
| Disability | Yes |  |
| No |  |
| Prefer not say |  |

|  |  |  |
| --- | --- | --- |
| Do you have caring responsibilities for a child or adult? | Yes |  |
| No |  |
| Prefer not to say |  |

Section 4 – Guaranteed Interview Scheme

Test Valley Borough Council operate a guaranteed interview scheme for anyone with a disability as outlined in the Equality Act 2010. If you apply under this scheme a first stage interview will be arranged for you, if you demonstrate in your application that you meet the essential criteria for the role.

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability as defined under the Equality Act (2010) and want to apply under the guaranteed interview scheme? | Yes |  |
| No |  |

Section 5 - Fair Processing Statement and Declaration

I understand that this information will be held and processed in accordance with the General Data Protection Regulations and the Data Protection Act 2018. The information on this form, with the exception of the equalities and diversity information, is collected to facilitate the recruitment process and enable the Council to consider my application for the vacancy.

If I am appointed, I am aware the personal information on this form will be used for employment administration purposes by Test Valley Borough Council and Hampshire County Council, the Council’s payroll provider. I also understand my data will be retained in line with the Council’s Data Retention Schedule.

The equalities and diversity and criminal record information will also be used for anonymised reporting purposes and statutory monitoring.

If unsuccessful, I understand my information will be held by the Council for a period of up to seven months before being destroyed. All Council external vacancies are advertised on the Council’s website. Whilst we may contact you about suitable vacancies during this time, you are encouraged to proactively apply for vacancies of interest to you. Please tick the box if you wish to be contacted about other vacancies during this period.

|  |  |
| --- | --- |
| I wish to be contacted about Council vacancies |  |

**Declaration**

* I declare that the information given on this form is correct.
* I understand that if appointed, any false information provided in any section of this form, may invalidate any application or subsequent contract of employment.
* I understand that all posts require successful applicants to undergo pre-employment checks including right to work in the UK, references, pre-employment medical assessment and where appropriate, Disclosure and Barring checks. Refusal to comply with any request to undertake checks will lead to any offer of employment being withdrawn.

|  |  |
| --- | --- |
| Signature |  |
| Print Name |  |
| Date |  |

Please send completed application forms to [jobs@testvalley.gov.uk](mailto:jobs@testvalley.gov.uk)