

Job Application Form

Please note that CV's cannot be accepted

Please complete **ALL Sections** of this form as appropriate, and for ease of photocopying, complete in **Black Ink** or **Type** and use **BLOCK CAPITALS**.

Return the completed form to:

Bristnall Hall Technology College,
Bristnall Hall Lane,
Oldbury,
West Midlands,
B68 9PA.

Job title:	Application no.:	OFFICE USE ONLY
Reference no.:	Do you currently work for Sandwell Metropolitan Borough Council? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Closing date:	Are you on the At Risk Register for Sandwell Council, Sandwell Leisure Trust or Sandwell Homes? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 1: Personal Details

Title:	Day/Work Telephone:
First name(s):	Email address:
Last name:	Date of birth:
Former name(s):	NI Number:
Home address:	Details of person to contact in an emergency - Name & Address:
Post code:	Post code:
Home Telephone:	Emergency Telephone:

If you are applying for a Social Care post, are you registered with the General Social Care Council (GSCC)?

If YES, what is your GSCC Registration no.:

Section 2: Equal Opportunities

Sandwell Metropolitan Borough Council is committed to ensuring equality of opportunity. Your application will be considered on your ability ONLY. Sections 1 and 2 will be removed prior to short listing and the information requested below will ONLY be used to monitor the Council's practices and will be treated confidentially. If you fail to complete this page fully, it will be viewed as indicating your implied opposition to the Equality Policy and your application will NOT be accepted.

Ethnicity

Asian or Asian British:	Indian	<input type="checkbox"/>	Mixed:	White & Black Caribbean	<input type="checkbox"/>
	Sikh	<input type="checkbox"/>		White & Black African	<input type="checkbox"/>
Black or Black British:	Pakistani	<input type="checkbox"/>	White:	White & Asian	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>		Any other mixed background	<input type="checkbox"/>
Chinese, Yemeni or Other ethnic group	Any other Asian background	<input type="checkbox"/>	British	Irish	<input type="checkbox"/>
	Caribbean African	<input type="checkbox"/>		European	<input type="checkbox"/>
Any other Black background	Any other Black background	<input type="checkbox"/>	Any other white background		<input type="checkbox"/>
	Chinese	<input type="checkbox"/>	Gender		
Yemeni	<input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>			
Any other ethnic background	<input type="checkbox"/>				

To the best of your knowledge, are you related to any Council Member and / or to any employee of Sandwell Metropolitan Borough Council? If so, please explain:

Do you have, or have you had in the past, any disability which makes it difficult for you to carry out normal day to day activities: Yes No

If YES, please provide details of your disability

Please identify any special requirements or equipment which may assist you

- (a) in the recruitment process
(b) to enable you to carry out the job

Do you have a legal right to live and work in the UK? Yes No

I declare that, to the best of my knowledge and belief, the information I have provided is true. I understand that any false information or failure to disclose any criminal convictions will result, in the event of employment, in a disciplinary investigation, and may result in dismissal.

Signed

Date

Job title:
Reference no.:

Application no.:

OFFICE USE ONLY

Section 3: Education, Training & Qualifications

Secondary/Further

Date		School/College/University (Name & Address)	Examination Results (Subject, Level and Grade)
From Mth/Yr	To Mth/Yr		

Academic/Professional

Date		College/University (Name & Address)	Examination Results (Subject, Level and Grade)
From Mth/Yr	To Mth/Yr		

Relevant training (including short, in-service training)

Date		College/University/Training Provider (Name & Address)	Course Title/Results
From Mth/Yr	To Mth/Yr		

Other qualifications, membership of professional bodies

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Section 4: Experience

Please complete the following, starting with your current employment and include all employment. Any employment with temporary work agencies must show the agency as the employer as well as the business where the work was carried out. Please also include any breaks in employment history together with the reason for the break. Please complete the following accurately and include all experience since the age of 16, or since leaving full time education.

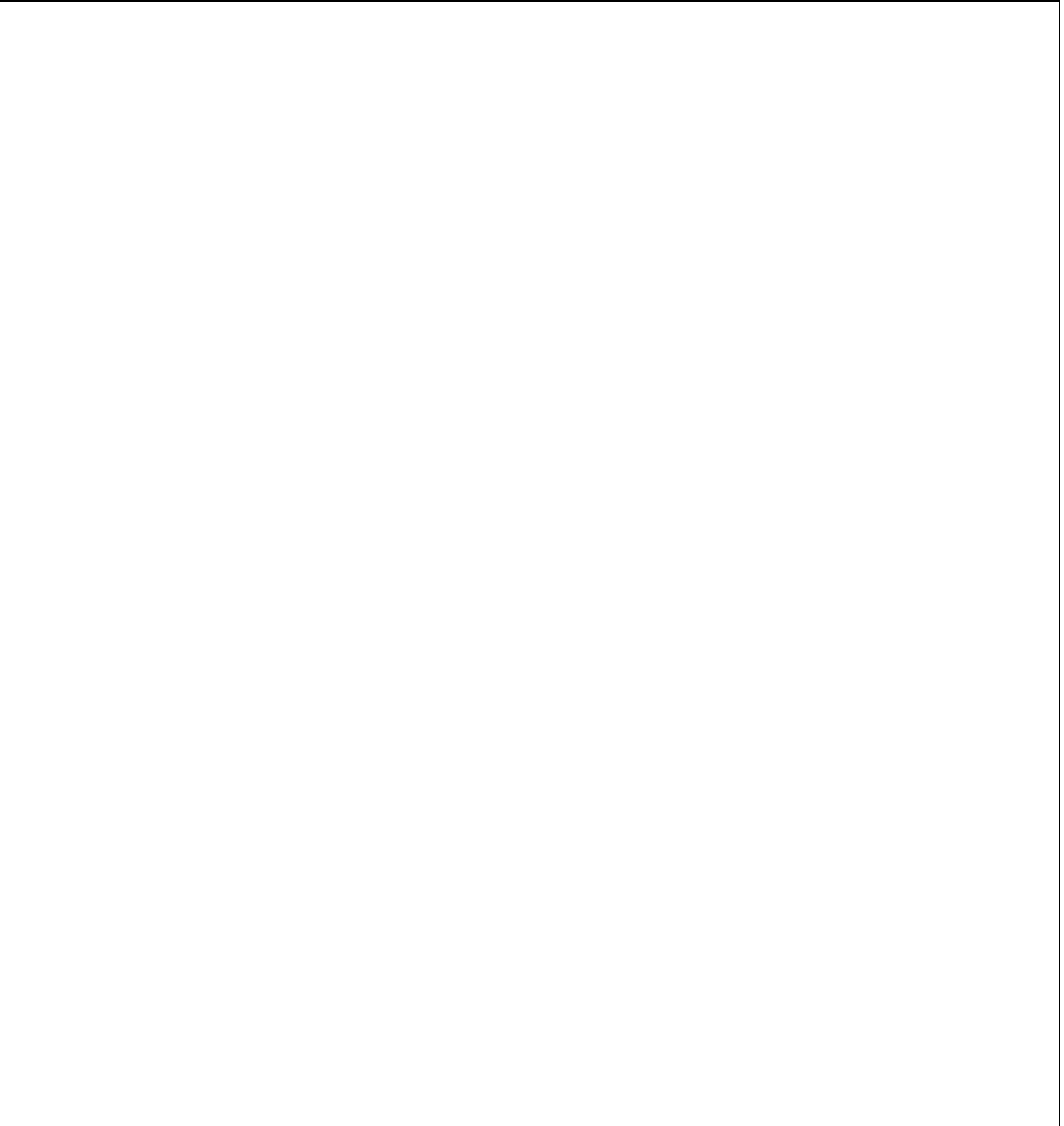
Current/last job held:			
Name & address of employer:			
Postcode:			
Salary/wage:		Grade/scale:	
How long have you worked/ did you work there?	From	To	
	Please state number of years		
Do you still work there:	Yes <input type="checkbox"/>		No <input type="checkbox"/>
If YES, period of notice required?			
If NO, reason for leaving			
Briefly describe your duties:			

Date		Employers name & address or your activity if you are/were not employed	Position held	Reason for leaving/break in employment
From Mth/Yr	To Mth/Yr			

Please continue on a separate sheet if necessary and attach it with ONE staple in the top left-hand corner of the page.

Section 5: Supporting information

Please use this page to outline any other information that may help your application. Continue on a separate page if necessary and attach it with one staple in the top left-hand corner.



Please continue on a separate sheet if necessary and attach it with ONE staple in the top left-hand corner of the page.

Section 6: Convictions

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

If you have been convicted of any offence(s), or if there are any proceedings pending against you, please give details.

If section 9b of the Personnel Specification tells you that a Criminal Records Bureau check will be required, the post you are applying for is covered by the **Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**. This means that you must declare all convictions, including cautions, for any offence(s) which for other purposes are 'spent' under the provisions of the Act.

Failure to disclose any previous convictions (including cautions) could result in dismissal should it be subsequently discovered. Any information given, either when returning this application form or at an interview will be entirely confidential and will be considered only in relation to this application.

Date	Type of offence	Sentence/fine Imposed	Comments

Section 7: References

Please provide details below of two referees (one of whom must be your present or most recent employer) who are able to comment on your suitability for the position:

Name:	Name:
Address:	Address:
Post code:	Post code:
Telephone no.:	Telephone no.:
Email address and Fax Number:	Email address and Fax Number:
Occupation:	Occupation:

If you have previously been employed by Sandwell Council, the unit in which you worked will be asked to confirm details of your employment, including the reason for your leaving.

References – Two Required – please read carefully

Please give the names, occupations, address, e-mail address (Fax number if there is one) and telephone number for two persons we can contact for work related references. Your current / last employer **MUST** be one of these references.

For school / college leavers, please give your Headteacher or Tutor.

If you are applying for a post that has access to children, young persons or vulnerable adults, and you have previously worked with this group, then one of your referees **MUST** be from that employer.

Check with your referees that they are willing for us to contact them before you include them on your application form. This saves time.

If you have previously been employed by Sandwell Council, the unit in which you worked will be asked to confirm details of your employment.

May we contact your current employer at this stage without further reference to you?

Yes

No

Section 8: Data Protection Act

“The information you are providing will be used by Sandwell Metropolitan Borough Council in connection with your application and for assessing your suitability for the post advertised. The information will be shared only in compliance with the law and for the purpose of monitoring the Councils practices to ensure equality of opportunity and will be treated confidentially.”

If I am appointed to work with Sandwell MBC, I give my permission for my name and contact details to be provided to the recognised Trade Unions in Sandwell (please tick as applicable)

Yes

No

N.B. Canvassing for this appointment will disqualify your application.

Please check that all sections of this form have been completed any you have signed the declaration on the bottom of page 2.