

Confidential Ref:

Our preferred method is to communicate via e-mail. Please provide the e-mail address to which you would prefer to receive any communication in the Personal Details and Contact Details section below.

Please ensure that you read the guidance notes enclosed with this form. Curriculum Vitae will not be accepted. You must complete all sections of the Application Form.

Position applied for:	Rapid Responders	Post Reference Number:	916/SGC0617
Where did you first learn of this vacancy?			

Personal Details and Contact Details

Title:	Surname:	Forenames (in full):	
Home Address:		Daytime Tel:	
		Evening Tel:	
		Mobile:	
		National Insurance No:	
City/Town:		Do you have a full driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Postcode:		Do you have regular use of a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
e-mail:			

Current Employment (or last employment if not currently employed)

Employer Name:			
Employer Address:			
Job Title:			
Start Date (month/year):	End Date (month/year): (if applicable)		
Brief outline of duties:			
Reason you wish to leave this post:			
What is your contractual period of notice?	Current Salary:		

Previous Employment

Name of Employer	Job Title	Start Date (month/year)	End Date (month/year)	Reason for Leaving

Gaps in Employment

To meet our commitment to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults, please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates, providing detail under the relevant headings in the table below. Be sure to account for all gaps irrespective of length of time.

Dates from	Dates to	Reason for gap

Education

Name of School/College/University	Level	Subjects	Grade/Result	Year Obtained

Training

Course Name	Date	Length of Course

Membership of Professional Associations

Organisation Name	Level of Membership/Role/Registration No. (if applicable)

Essential Criteria

Do you hold a CQC Care Certificate or be prepared to complete the relevant training to obtain the qualification within 12 weeks. Please confirm below:

Do you have a vocational qualification e.g. QCF or NVQ 2 or above is desirable?
Please confirm below:

Skills, Abilities, Knowledge and Experience

This section is the most vital part of the form. We need you to give us specific information in support of your application in order for us to shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria identified in the job summary, in particular the Essential criteria.

Convictions (Rehabilitation of Offenders Act 1974)

The Council is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults.

A criminal record is not necessarily a barrier to employment. It is your responsibility to distinguish between those convictions, which require to be declared and those that do not. For more information, please read the Guidance Regarding Convictions and Spent Convictions document.

Do you have any convictions declared or cautions, reprimands, warnings, bindovers or no case to answer that you have to tell us about.

Any convictions declared: Yes No

If YES, please state details:

Declarations

(1) declare that you have read, understood and accepted the statements set out in the Privacy Notice;

Yes No

(2) are declaring that the information given in the application is complete and true;

Yes No

(3) are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described

Yes No

(4) are authorising South Gloucestershire Council to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks

Yes No

(5) are authorising South Gloucestershire Council to store your information for a period of time sufficient to allow them to carry out and complete the recruitment process and meet all relevant legal requirements related to the storage of data for recruitment purposes

Yes No

References

External candidates for permanent, temporary, casual and volunteer appointments require a minimum of two written references. At least one referee must be a present or most recent employer. If you not currently in employment and/or the last employer cannot give a reference because the organisation no longer exists, then a reference from a professional person should be sought. If you have just left school/college/university the reference should be from a Headteacher, Head of Year or Head of Faculty. If you need to include additional references please use the Skills, Abilities, Knowledge and Experience section. Please confirm we may contact your referees by e-mail by providing their e-mail address.

1 Name:		2 Name:	
Address:		Address:	
Employer Name		Employer Name	
Position:		Position:	
Tel:		Tel:	
E-mail:		E-mail:	
Please confirm whether we can contact Referee 1 prior to interview. Yes <input type="checkbox"/> No <input type="checkbox"/>		Please confirm whether we can contact Referee 2 prior to interview. Yes <input type="checkbox"/> No <input type="checkbox"/>	
3 Name:		4 Name:	
Address:		Address:	
Employer Name		Employer Name	
Position:		Position:	
Tel:		Tel:	
E-mail:		E-mail:	
Please confirm whether we can contact Referee 3 prior to interview. Yes <input type="checkbox"/> No <input type="checkbox"/>		Please confirm whether we can contact Referee 4 prior to interview. Yes <input type="checkbox"/> No <input type="checkbox"/>	

Are you related to any employee or Councillor of South Gloucestershire Council?

Yes No

If YES, give their name, position and relationship.

Are you a current employee of South Gloucestershire Council?

Yes No

If YES, please state your pay reference number

Availability

Please state any dates when you are not available for interview.

If you have access to e-mail this is our preferred method of communication. Have you included an e-mail address for you and your referees in the space provided?

Right to Work

Are you entitled to work in the United Kingdom?

Yes No

Declaration

I declare that to the best of my knowledge the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from appointment or dismissed without notice.

Signature: _____

Date: _____

Data Protection Act

Under the terms of the Data Protection Act the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration/monitoring and no other purpose.

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Committed to Equalities

The Council is committed to equality of opportunity and as part of this commitment monitors its recruitment and selection process to determine that it is fair to all.

Please help South Gloucestershire Council monitor its equalities policies and prevent unfair discrimination by answering ALL of the following questions, ticking the appropriate box.

Gender/Age

I am: Male Female Transgender Prefer not to say

Date of Birth:

Sexual Orientation

What is your sexual orientation?

Bisexual	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>
Gay Woman/Lesbian	<input type="checkbox"/>	Heterosexual/Straight	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

Religion/Belief

What is your religion/belief?

Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Any other religion (please specify)	<input type="text"/>	No religion	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>		

Gender Reassignment

Do you identify as a transgender person?

Yes

No

Equalities Information

What is your ethnic group?

Arab

Asian/Asian British - Bangladeshi

Asian/Asian British - Indian

Asian/Asian British - Pakistani

Asian/Asian British - Chinese

Asian/Asian British – Other (please state)

Black/African/Caribbean/Black British – African

Black/African/Caribbean/Black British – Caribbean

Black/African/Caribbean/Black British - other (please state)

Gypsy or Traveller of Irish Heritage

Mixed/Multiple Ethnic Groups – White & Asian

Mixed/Multiple Ethnic Groups – White & Black African

Mixed/Multiple Ethnic Groups – White & Black Caribbean

Mixed/Multiple Ethnic Groups – Other (please state)

White - English/Welsh/Scottish/Northern Irish/British

White - Irish

White – Other (please state)

Prefer not to say

Other ethnic group

Disability

Do you consider yourself to be a disabled person? Yes No

Disabled candidates who can demonstrate to the panel (in their application form) that they meet the essential criteria for the job will be assured of an interview. Please state any individual needs or support you require if shortlisted for interview.

Please note: This information will be treated in the strictest confidence and only used to enable us to monitor our performance as an equalities employer and ensure that we meet our commitment to being Positive about Disabled People.