

# WREXHAM COUNTY BOROUGH COUNCIL

## Application for Employment

### VACANCY DETAILS

Job Title: \_\_\_\_\_ Ref No: \_\_\_\_\_

Department: \_\_\_\_\_ Closing Date: \_\_\_\_\_

### PERSONAL DETAILS

Title: \_\_\_\_\_ Last name: \_\_\_\_\_ First names: \_\_\_\_\_

Any other names by which you have been known\*: \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone Numbers (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

(Work/Office): \_\_\_\_\_ If necessary may we contact you at work? YES  NO

Email Address: \_\_\_\_\_

Are you a Welsh Speaker:  YES  NO

Do you have a valid driving licence?  YES  NO

*(only complete the following questions if the Job Description and Person Specification includes driving as a requirement)*

Please state type of licence (e.g. Full, Provisional, HGV): \_\_\_\_\_

Do you have any endorsements or penalty points?  YES  NO

If yes, please give details: \_\_\_\_\_

Under the Immigration, Asylum and Nationality Act 2006, the Council has a responsibility to ensure that only those legally entitled to live and work in the United Kingdom are offered employment.

Do you need permission to work in the UK?  YES  NO

If yes, is this time limited?  YES  NO

If yes, date expires: \_\_\_\_\_

Please provide your National Insurance No.:

## DETAILS OF CURRENT EMPLOYMENT (or last Employment if Unemployed)

Name of Employer: \_\_\_\_\_ Employers Tel No.: \_\_\_\_\_

Full Address: \_\_\_\_\_ Salary: \_\_\_\_\_

\_\_\_\_\_ Grade: (if applicable) \_\_\_\_\_

\_\_\_\_\_ Date Appointed: \_\_\_\_\_

\_\_\_\_\_ Notice Required: \_\_\_\_\_

Position Held: \_\_\_\_\_ Date left (if applicable): \_\_\_\_\_

Brief Description of Main Duties and Responsibilities: \_\_\_\_\_

Full name while in this position: \_\_\_\_\_

Reason for seeking alternative employment (or reason left): \_\_\_\_\_

## PREVIOUS EMPLOYMENT (most recent first) References may be sought from any or all of your previous employers

A) Employer's Name, full Postal Address and Tel No.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Position Held: \_\_\_\_\_

Grade/Salary at time of leaving: \_\_\_\_\_ Service - From: \_\_\_\_\_ To: \_\_\_\_\_

Full name while in this position: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

B) Employer's Name, full Postal Address and Tel No.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Position Held: \_\_\_\_\_

Grade/Salary at time of leaving: \_\_\_\_\_ Service - From: \_\_\_\_\_ To: \_\_\_\_\_

Full name while in this position: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## PREVIOUS EMPLOYMENT (Cont'd)

C) Employer's Name, full Postal Address and Tel No.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Position Held: \_\_\_\_\_

Grade/Salary at time of leaving: \_\_\_\_\_ Service - From: \_\_\_\_\_ To: \_\_\_\_\_

Full name while in this position: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

D) Employer's Name, full Postal Address and Tel No.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Position Held: \_\_\_\_\_

Grade/Salary at time of leaving: \_\_\_\_\_ Service - From: \_\_\_\_\_ To: \_\_\_\_\_

Full name while in this position: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

E) Employer's Name, full Postal Address and Tel No.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Position Held: \_\_\_\_\_

Grade/Salary at time of leaving: \_\_\_\_\_ Service - From: \_\_\_\_\_ To: \_\_\_\_\_

Full name while in this position: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

If you have more previous employers, please continue on a separate A4 sheet, ensuring that your name and job reference number are included on all additional sheets.

## BREAKS IN EMPLOYMENT (most recent first)

Please give reasons for any breaks in employment since leaving school, including any voluntary work, periods of unemployment etc.

Date from	Date to	Reason

## EDUCATIONAL/PROFESSIONAL & VOCATIONAL QUALIFICATIONS\*

Please list your education history from age 11

Educational Establishment	Date from	Date to	Subject studied	Qualification Grade/Level	Date Achieved

## MEMBERSHIP OF PROFESSIONAL/REGULATORY BODIES e.g. Care Council for Wales\*

Full Name of Professional/Regulatory Body	Date obtained	Membership status/level	Membership Number

## RELEVANT TRAINING AND PRESENT STUDIES\*

Please list below any relevant job-related training you have undertaken or are undertaking at present

Course Title	Date from	Date to	Organising Body	Qualification (if applicable)	Date achieved (if applicable)

\*You will be required to produce evidence of any qualifications/membership of professional/regulatory bodies that are essential for the post you are applying for.

## EXPERIENCE

Please state how your skills and experience match the requirements of this vacancy. Use the job description and person specification as your guide. If necessary, please continue on a maximum of 2 separate sheets of A4 paper, placing your name in the top right hand corner and numbering the additional sheets.

**(A Curriculum Vitae is not acceptable).**

## CRIMINAL RECORDS & EMPLOYMENT

The Rehabilitation of Offenders Act 1974 makes it illegal for employers to discriminate against ex-offenders if they take into account a conviction or caution that would not have been disclosed under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account when making employment decisions. Where a Standard or Enhanced certificate can legally be requested, this is where the position is one that is listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; you must not withhold information that would be disclosed on your DBS certificate. Where the job you are applying for requires a standard or enhanced disclosure, this will be highlighted in your job pack. You will be required to provide further details and any offer of employment will be subject to a Disclosure from the Disclosure and Barring Service.

Do you have any unspent convictions, cautions, reprimands or warnings?

YES

NO

If yes, please give details: \_\_\_\_\_  
\_\_\_\_\_

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?

YES

NO

If yes, please give details: \_\_\_\_\_  
\_\_\_\_\_

Please view the DBS website [www.gov.uk/dbs](http://www.gov.uk/dbs) for further information.

**If you fail to give us relevant information or give false information, this may result in an offer of employment being withdrawn, or if you are appointed, disciplinary action and dismissal.**

**Your suitability for appointment will be considered on the basis of all information and any criminal convictions, cautions, reprimands and final warnings will not necessarily be a bar to obtaining employment.**

## RELATIONSHIP TO ELECTED MEMBERS OR EMPLOYEES OF THE COUNCIL

In order to ensure that all persons involved in selecting staff are objective, we need to know if you are related to or have a close personal relationship, e.g. share a home with an Elected Member or employee of the Council. **Please Note:** If you contact any Member/Officer of the Council with a view to gaining their support for your appointment, this will automatically disqualify you.

Name \_\_\_\_\_

Position held: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Relationship: \_\_\_\_\_

## REFERENCES

Please give the names and addresses of two people to whom references can be made in support of your application (not relatives), at least one should be your present employer, or last employer, if not currently working. For internal candidates, a reference is to be provided by your current Line Manager. We reserve the right to contact any previous employers. Confirmation of an 'offer of employment' is subject to references satisfactory to us.

### Reference 1

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you. (e.g. manager, friend):  
\_\_\_\_\_

References may be sought prior to interview. Please put a ✓ in the appropriate box:

Take up reference prior to interview

Do not take up reference prior to interview

### Reference 2

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you. (e.g. manager, friend):  
\_\_\_\_\_

References may be sought prior to interview. Please put a ✓ in the appropriate box:

Take up reference prior to interview

Do not take up reference prior to interview

## AVAILABILITY

Please detail any dates over the next four weeks when you will be unavailable for interview: \_\_\_\_\_  
\_\_\_\_\_

## DATA PROTECTION

The information you have given in this application form is covered by the rules and regulations of the Data Protection Act 1998. Information provided by you on this form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed the form will be stored for at least 6 months and then destroyed. If you are appointed, this form will be used as part of your personal employee file and to gather workforce information.

**I declare that, to the best of my knowledge, the information I have given on this application form is correct. I understand that my application may be rejected, (or if in employment I may be dismissed without notice), for withholding relevant details or giving false information**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you are successful for an interview and assessment, please state if you wish to use the Welsh Language. YES  NO

Please state your language preference for any documentation that you receive e.g. contract of employment. ENGLISH  WELSH



**Please return completed Application Form  
along with your Equality Monitoring Form to:**

**Wrexham County Borough Council,  
Human Resources,  
Guildhall,  
Wrexham,  
LL11 1AY**