

# WREXHAM COUNTY BOROUGH COUNCIL

## Application for Employment

### VACANCY DETAILS

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

Department: \_\_\_\_\_

### PERSONAL DETAILS (Including Birth/Nationality Details)

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Other Names by which you have been known: \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone: (please include STD code) Home: \_\_\_\_\_ Work/Office: \_\_\_\_\_

Mobile: \_\_\_\_\_ If necessary may we contact you at work? YES  NO

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

Do you hold a full current Driving Licence? YES  NO  Type: (e.g. Full, Provisional, HGV) \_\_\_\_\_

If required, do you have access to a car/means of transport suitable for work? YES  NO

Welsh Speaker: YES  NO

Your Nationality at Birth: \_\_\_\_\_ Your Present Nationality: \_\_\_\_\_

Have you ever been a Citizen of any Country other than the U.K? (if yes please give details) \_\_\_\_\_

\_\_\_\_\_

Are you a legal resident in the United Kingdom? YES  NO

Are you under immigration control? (if yes please give details) \_\_\_\_\_

\_\_\_\_\_

Do you require a work permit : YES  NO  (if yes what date does it expire?) \_\_\_\_\_

Are there any restrictions on you continuing to live in the U.K? (if yes please give details)

\_\_\_\_\_

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

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

Name of Employer \_\_\_\_\_ Salary: \_\_\_\_\_

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

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

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

\_\_\_\_\_ Employers Tel No.( include STD Code) \_\_\_\_\_

Main Job Title: \_\_\_\_\_ Second Job Title: (if applicable) \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Seeking Alternative Employment \_\_\_\_\_

## ABSENCES

Absences from work due to ill health in the last 3 years - Please state:

Number of occasions: \_\_\_\_\_ Total number of days: \_\_\_\_\_

You may wish to provide any further information about your absences: \_\_\_\_\_

\_\_\_\_\_

**Please note:** Any offer of employment is subject to medical confirmation of fitness for work

## PREVIOUS EMPLOYMENT (most recent first)

Employer's Name, full Postal Address and Full Tel No incl STD code: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Position Held: \_\_\_\_\_ Grade/Salary at time of leaving: \_\_\_\_\_

Surname while in this position: \_\_\_\_\_ Service - From \_\_\_\_\_ To \_\_\_\_\_

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

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

\_\_\_\_\_

## PREVIOUS EMPLOYMENT (cont'd)

Employer's Name, full Postal Address and Full Tel No incl STD code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Held: \_\_\_\_\_ Grade/Salary at time of leaving: \_\_\_\_\_

Surname while in this position: \_\_\_\_\_ Service - From \_\_\_\_\_ To \_\_\_\_\_

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

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

Employer's Name, full Postal Address and Full Tel No incl STD code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Held: \_\_\_\_\_ Grade/Salary at time of leaving: \_\_\_\_\_

Surname while in this position: \_\_\_\_\_ Service - From \_\_\_\_\_ To \_\_\_\_\_

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

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

Employer's Name, full Postal Address and Full Tel No incl STD code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Held: \_\_\_\_\_ Grade/Salary at time of leaving: \_\_\_\_\_

Surname while in this position: \_\_\_\_\_ Service - From \_\_\_\_\_ To \_\_\_\_\_

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

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

## BREAKS IN EMPLOYMENT (most recent first)

Date From:	Date To:	Reason:

## EDUCATIONAL/PROFESSIONAL & VOCATIONAL QUALIFICATIONS

Date From:	Date To:	Name of School/College/University:	Major subjects studied, examinations taken and results:

## MEMBERSHIP OF PROFESSIONAL BODIES

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

## ARE YOU STUDYING AT PRESENT? (If so give details)

Subject:	Where studied (e.g. College name):	Qualification expected (if any) including Awarding Body:	When do you expect to complete this?:

## EXPERIENCE

Please state how your experience matches the requirements of this vacancy. Use the job description and person specification as your guide. Attach a continuation sheet if necessary.  
**(A curriculum Vitae is not acceptable).**

## CRIMINAL RECORDS & EMPLOYMENT

Have you been convicted of any criminal offence (including driving offences) other than those regarded as “spent under the Rehabilitation of Offenders Act 1974?

YES  NO

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

If the post you are applying for is subject to a Criminal Records Bureau (C.R.B) disclosure there will be additional information in the recruitment pack for you to read.

However if the job you are applying for involves access to children, the elderly or other vulnerable adults, **‘which require you to disclose all criminal convictions’** and you are offered employment you would be asked to **give your consent** for Wrexham County Borough Council to request a standard or Enhanced Disclosure (as appropriate) from the Criminal Records Bureau.

Any information received from the Criminal Records Bureau would be taken into account in considering whether or not to confirm any employment to you.

## 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 Wrexham Borough 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

If you do not already work for Wrexham County Borough Council, 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. We reserve the right to contact previous employers. Confirmation of an 'offer of employment' is subject to satisfactory references and medical clearance.

### 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. If you do not wish references being taken up prior to interview please tick the box below

Please do not contact 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. If you do not wish references being taken up prior to interview please tick the box below

Please do not contact prior to interview

## AVAILABILITY

Are there any dates over the next four weeks when you are not available for interview? \_\_\_\_\_

\_\_\_\_\_

## DATA PROTECTION

All information that you provide on this form will be used and processed for recruitment and selection purposes only. Information will be retained for 6 months then destroyed. If successful, some information may be shared with the Payroll Section.

**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: \_\_\_\_\_

**Please return completed Application forms to:**

**Wrexham County Borough Council, Human Resources Department,  
Children and Young People Service, 16 Lord Street, Wrexham LL11 1LG**