



Thank you for applying for a position with Newport City Council

The information requested in this form is important in assessing your application. Please complete it accurately and in full. A CV on its own will not be accepted as an application but can be included to supplement the application form.

To help reduce our costs, we do not automatically acknowledge receipt of application forms or write to applicants not selected for interview. If you do not hear anything within 6 weeks of the closing date, please assume that your application has been unsuccessful.

It is normally Council policy not to employ individuals who have reached age 65. However, if this not the case with this particular post, it will be indicated within the recruitment pack.

PRIVATE AND CONFIDENTIAL

Please complete in black ink

Post Details

Job title of post applied for.....

Unique reference number (not applicable if downloaded from internet).....

Reference number of vacancy for which you are applying

Please indicate where you saw the post advertised:

Press/Publication - Please specify..... Job centre Plus

Internet- Please specify..... Word of mouth

If other, please specify

Personal Details

Surname.....Forename(s).....

Address.....

.....

..... Post Code.....

Home Telephone (Code).....(No.).....

Business Telephone (Code).....(No.)..... Extension.....

Mobile Telephone

E-mail Address

National Insurance Number.....

Do you need a work permit to work in the UK? Yes No

The Council operates under the Positive about Disabled People Symbol and applications from people with disabilities are welcomed by the Council. This scheme guarantees an interview to people with disabilities if they satisfy the essential criteria for the post.



Declaration

I have a disability & wish to be given a guaranteed interview under the Council's commitment to the Positive about Disabled People (please tick box)

Newport CITY COUNCIL CYNGOR DINAS Casnewydd
Job Application

Qualifications

Proof of qualifications may be required at interview

Date to & from Month/Year	Schools, Colleges, Training Centres attended - including part time	Qualifications gained or pending (state subject & level)	Grade

Present/most recent employment

Name and address of present or most recent employer.....

Job Title

Dates of employment From (month/year):..... To (month/year):.....

Brief description of duties and responsibilities.....

Reason for wanting to leave..... How many employees do you supervise?.....

Grade..... Salary/Wage..... Other financial benefit.....

Job Title of immediate supervisor..... Period of notice.....

Previous employment

Please enter in reverse date order and include any training placements, temporary unpaid or voluntary work experience

Dates to & from Month/Year	Employer's Name & Address	Job Title & Salary	Brief Description of Duties	Reason for leaving

Professional Membership

Membership of Professional Bodies

Body	Grade of Membership	Whether by exam	Date

Other relevant information and experience

The information you provide in this section is important in assessing your application. Please use the space to state your reasons for applying for the post, relating your skills, experience, and personal qualities and training you have received to the requirements of the job which are contained in the job description and job requirement form. For advice on completing this section read the document 'Applying for a job in Newport'.

Continued

If you require more space, please attach a separate sheet

Are you related to any Member or employee of Newport City Council?

YES

NO

If so, please state name and relationship.

.....

Have you been convicted of a criminal offence?

YES

NO

If yes, please give details including dates except spent convictions under the Rehabilitation of Offenders Act

.....

.....

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 & Police Act 1997

If the Job Description has indicated that the post for which you are applying will be subject to a Criminal Records Bureau Disclosure, the Authority will require you to reveal any criminal convictions, bind-over orders or cautions, including those which would normally be regarded as spent.

Please give details:.....

.....

Information regarding CRB Disclosures is attached.

.....

Do you hold a full valid driving licence?

YES

NO

If it is a non UK licence, please specify country of issue

Do you hold a full valid HGV Licence?

YES

NO

Do you hold a full valid PSV Licence?

YES

NO

If you have any driving endorsements please detail

.....

Job Application



References

Please give the names of two persons to whom reference may be made in respect of your application. The first should be from your last employer (or Head Teacher if a school leaver). The Council requires references to be supplied from all previous employers over the last 3 years. Please supply the names of additional references on a separate sheet.

Referees are only contacted if candidates are to be interviewed.

The Council reserves the right to contact any previous employer.

Name Position.....

Address.....

Telephone Number

E-mail

If you do not wish this referee to be contacted until a provisional offer of employment is made, please indicate by ticking the box

Name Position

Address.....

Telephone Number

E-mail

If you do not wish this referee to be contacted until a provisional offer of employment is made, please indicate by ticking the box

Declaration

The information you have provided on this form is subject to the Data Protection Act 1998. It will be held by the Council for recruitment purposes. If you are appointed this information will be retained for the duration of your employment with the Council. If you are not appointed your information will be kept for a period of 4 months following the appointment decision after which it will be destroyed.

Applicants should note that posts advertised externally will also be advertised at Job Centre Plus, part of the Department for Work & Pensions. Once the appointment has been made, the name and start date of the successful candidate will be disclosed to Job Centre Plus. The information requested is used to monitor how well Job Centre Plus are filling vacancies and how many people they help into work.

Should I be the successful candidate, I am happy for Newport City Council to pass my name and start date to Job Centre Plus.

YES NO

Declaration

I declare that the information given in this application is complete and true, that I have not canvassed (either directly or indirectly) any Member or Senior Officer of Newport City Council and will not do so.

Signed Date

Please return the application form to the address shown on the advertisement



Equal Opportunities Monitoring Form

Data Protection Act 1998

The information you provide on this form will be stored either on computer or in the form of manual records. It will be used by the Council solely to monitor the implementation of its Equal Opportunities and related employment policies. It will not be used for any other purposes or disclosed to any other organisations except in pursuance of our statutory obligations.

Could you please complete this form and return it with your application form. The form will be separated from the Application Form on receipt. Officers involved in the selection process do not at any stage have access to the data collected. However, should you have any concerns, please insert the Monitoring Form into an envelope, write the Job Reference Number on the outside of the envelope and return with the application form. We would assure you that this envelope would not be opened until the conclusion of the recruitment process.

Unique reference number (not applicable if downloaded from internet).....

Reference number of vacancy for which you are applying.....

Job title of post applied for.....

Service Groupings Corporate Environment & the Economy Lifelong Learning & Leisure Social Wellbeing & Housing

My gender is (please tick appropriate box) Male Female

How would you describe your ethnic origin (please tick appropriate box)

White		Mixed	
British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Please specify		Any other mixed background	<input type="checkbox"/>
.....		Please specify	<input type="checkbox"/>
.....		

Asian or Asian British		Black or Black British		Chinese or Other ethnic group	
Indian	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	African	<input type="checkbox"/>	Gypsy/traveller	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	Please specify		Please specify	
Please specify		
.....		

(These categories are those used in the 2001 census and are recommended for use by the Commission for Racial Equality)

Age: 16-19 20-29 30-39 40-49 50-59 60-64 65+

Are you a disabled person? Yes No

The Disability Discrimination Act 1995 defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities'.

