

Job Ref. No

Application No.

OFFICE USE ONLY

The following notes have been designed to help you complete your application form as effectively as possible in order to ensure that it is treated fairly.

- Please ensure that you write the **Job Reference Number** in the box provided at the top of each page and on any separate sheets you submit.
- The application form will be photocopied, so please complete it in **black ink**.
- Read through each section of the application form carefully. You may find it helpful to do a draft first.

Please return your completed application form to:

**THE ADDRESS
STATED ON THE
ENCLOSED ADVERT**

Post

Department

Closing Date

Section

PERSONAL DETAILS

Please ensure these are accurate as it is the only way we have to get in touch with you. It is important that you supply a National Insurance Number.

Title: Mr/Mrs/Miss/Ms

First Name(s):

Surname:

Address:

Postcode:

Tel No (Home):

Tel No (Work):

Mobile:

Email:

Preferred form of contact:

NI Number

Date of Birth:

Thank you for showing an interest in this post at Oldham Metropolitan Borough Council. We would like to take this opportunity to wish you every success in your application for employment.

Completing the application form is the first stage of the selection procedure. The information you provide on this form is the only information we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application form as fully as possible.

Pre-prepared CV's will not be considered.

If you have a disability and you meet all of the essential criteria for the post, you will be guaranteed an interview.

This application form is also available in large print
This page will be removed prior to shortlisting.

Blank page for admin purposes

Job Ref. No

Application No.
OFFICE USE ONLY

List your qualifications below ensuring that you do not miss any identified in the person specification or you may disqualify yourself at shortlisting. If you are awaiting results, give the expected grade and make clear that this result is still unknown. If called for interview you will be asked to provide evidence of your qualifications. Continue on a separate sheet if necessary.

QUALIFICATIONS	Grade Awarded	Date Awarded

List any training relevant to this post, even if undertaken outside of your formal employment. Continue on a separate sheet if necessary.

TRAINING	Grade Awarded	Date Awarded

Job Ref. No

Application No.
OFFICE USE ONLY

Please give details of current Professional Membership or Apprenticeship. If membership of a professional body is a requirement of the post, make sure it is noted here or you may disqualify yourself at shortlisting.

Membership Professional Body/Association	Date Admitted	Status	Membership Number

DETAILS OF EMPLOYMENT Present or Most Recent Employer

If this is your first job after leaving education, give the school or college's name in place of employer's name, and your date of leaving and disregard the other items.

Job Title:**Employer's Name:****Date Appointed:****Date of Leaving** (if applicable):**Salary:****Notice Period:****Reason for Leaving:**

Job Ref. No

Application No.
OFFICE USE ONLY**FURTHER INFORMATION**

This section of the application is very important, as this is where you demonstrate how you meet the requirements of the job.

Read through the job description and person specification to get a clear view of what the job involves. The person specification you have been sent describes the necessary skills, experience and qualifications we are looking for.

Make sure that you tell us how you match the requirements of the job by giving examples of any relevant experience, qualifications, skills and abilities. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

Ensure that the information you provide is well structured and relevant to the person specification. You may find it easier to structure the information you provide by using the criteria listed in the person specification.

Continue on a separate on a separate sheet if necessary.

Job Ref. No

Application No.
OFFICE USE ONLY

FURTHER INFORMATION continued

Job Ref. No

Application No.

OFFICE USE ONLY

REFERENCES

One of your references must be your present/most recent employer or, if this is your first job after leaving full time education, one of your tutors.

References are usually requested before the interview unless you tick the box asking us not to contact your referee.

Please state in what capacity each referee is acting, e.g. current employer

First Referee
Second Referee
Title: Mr/Mrs/Miss/Ms
Title: Mr/Mrs/Miss/Ms
Name:
Name:
Job Title:
Job Title:
Address:
Address:
Postcode:
Postcode:
Tel No.
Tel No.
Mobile No:
Mobile No:
Email:
Email:
How do you know this person?
How do you know this person?
If you are selected may we contact this person prior to interview?
If you are selected may we contact this person prior to interview?
Yes No
Yes No

Job Ref. No

Application No.

OFFICE USE ONLY

CRIMINAL CONVICTIONS

Oldham MBC strives to be an equal opportunities employer and challenges all forms of unlawful and unfair discrimination. You are advised that the disclosure of a criminal conviction or binding over order will not necessarily bar you from applying for work within the Council as each case will be dealt with on its own merit and given full and fair consideration. The Council is registered with the Criminal Records Bureau (CRB) and as appropriate makes background checks into potential employees. This may disclose details of cautions, reprimands and final warnings as well as convictions.

Under The Rehabilitation of Offenders Act 1974, you are required to give details of any criminal convictions which are not 'spent'. In addition the Council also requires you to disclose any cautions and binding over orders that you have received in the last 12 months. **Failure to do so may render you liable to summary dismissal.**

Do you have any criminal convictions which are not 'spent' as defined by The Rehabilitation of Offenders Act 1974, or have you been subject to any caution or binding over orders in the last twelve months?

Yes No If YES please give details of the offence, Court and sentence below.
Continue on a separate sheet if necessary.

Despite the above, certain posts still require that job applicants must disclose all criminal convictions and cautions whether or not they are 'spent'. If the post you have applied for is in this category you will be asked for further information during the recruitment process and will be required to go through a clearance check with the Criminal Records Bureau.

CANVASSING / RELATIONSHIPS

You must not canvass (ask for help or favours) from Councillors or other employees of the Council in order to further your application or give you an unfair advantage. If it becomes clear that you have canvassed then your application will not be considered. Making a declaration about a personal, business or professional relationship with a Councillor or employee of the Council will not in itself disqualify you for consideration unless, in the view of the Council, the nature of that relationship and the duties and influence of the post for which you are applying could result in a conflict of interest. If evidence of canvassing or failure to declare a relationship comes to light after you have been appointed you will face disciplinary action or possible dismissal.

If you have a relationship with a Councillor or an employee of Oldham MBC please state their name, position and the nature of your relationship.

Job Ref. No

Application No.

OFFICE USE ONLY

ABSENCE

If you have been absent from work in the last two years due to sickness, which is not related to a disability or pregnancy, please list each occasion and provide details below. If the reason for absence is of a sensitive nature and you do not wish to state it, you will be asked to discuss it with Occupational Health if you are the successful candidate.

CONFIRMATION OF DETAILS

Please read the declaration below and sign and date to confirm that the information that you have supplied is complete and truthful and that you agree to the information being processed and used by the Council for the purposes of recruitment, monitoring and (if appropriate) subsequent employment.

By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made.

We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.

I certify that to the best of my knowledge that all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice. I also understand that the appointment will be subject to satisfactory medical examination, references and criminal records checks (as appropriate).

If this is an on-line application, please tick the box to confirm that the information you have supplied is complete and truthful and enter the date below. Please note you will be required to sign this form should you be called for interview.

Signature **Date**

Please provide dates during the next six weeks when you will **not** be available for interview:

Job Ref. No

Application No.

OFFICE USE ONLY

EQUAL OPPORTUNITIES MONITORING FORM

We recognise the importance of providing equal opportunities in employment. It is the Council's policy to ensure that all appointments are made on merit. The monitoring form will be detached from the application form before shortlisting takes place. Candidates who have declared themselves as disabled will be identified before this stage to ensure that candidates with disabilities who meet the essential requirements of the job can benefit from the Council's guaranteed interview scheme. This scheme forms part of the Council's policy on employment opportunities for people with disabilities. No other information from the monitoring form will be considered in any way during the appointment process. In order to monitor the effectiveness and success of this policy please provide the information requested below. The details supplied by you on this form are confidential, but will form part of the record of the successful candidate.

My sex is Male Female

My age is 16-18 19-24 25-39 40-54 55-65 over 65

DISABILITY

The Disability Discrimination Act says that you may be disabled if you have a substantial physical or mental impairment that affects your ability to carry out day to day activities and which has lasted, or is likely to last, for more than 12 months. Please provide details of the nature of your disability. Declaring your disability will not have any adverse effects on your application. You might also be entitled to further support.

Do you consider yourself to have a disability? Yes No

If you have indicated 'Yes' please state the nature of your disability:
MY CULTURAL ETHNIC ORIGIN IS
White

-
- British
-
-
- Irish
-
-
- Other (please specify)

Asian or British Asian

-
- Bangladeshi
-
-
- Indian
-
-
- Kashmiri
-
-
- Pakistani
-
-
- Other (please specify)

Black or Black British

-
- Caribbean
-
-
- African
-
-
- Other (please specify)

Dual Heritage

-
- Asian and White
-
-
- Black African and White
-
-
- Black Caribbean and White
-
-
- Other (please specify)

Chinese and Other Ethnic Group

-
- Chinese
-
-
- Other (please specify)

WHAT, IF ANY, IS YOUR RELIGION /BELIEF?

 None Buddhist Christian Hindu Jewish Muslim
 Sikh Other (please specify)
DO YOU CURRENTLY WORK FOR OMBC?

 Yes No
WHERE DID YOU LEARN OF THIS JOB?
 Local Press* Trade or professional magazine* Internet* Other*
 OMBC Jobs Bulletin Job Centre Word of mouth

* Please specify

Thank you for expressing an interest in a post with Oldham Council. Attached is an application form and further information which I hope you will find helpful when completing your form.

If you are filling the form in by hand, please use BLACK INK to enable clear photocopies to be taken.

Unless otherwise stated in the advert, please return the form to:

Corporate Recruitment
P.O. Box 25
Civic Centre
West Street
Oldham
OL1 1UN

If you are returning the form electronically, please e-mail to
central.recruit@oldham.gov.uk

Please ensure you return your application form by the closing date stated on the advert.

A shortlist of candidates will normally be drawn up within four weeks of the closing date. If you are selected for interview the department will write to you with further details. If you do not receive a letter inviting you for interview within four weeks of the closing date you should presume that your application has been unsuccessful and will not be progressed further.

Thank you for your interest in this post and good luck with your application.

Yours faithfully

Diane Crompton
Corporate Recruitment Team