



# APPLYING FOR A JOB WITH WEST LANCASHIRE BOROUGH COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part of your selection. Your completed form is the only basis for considering your initial suitability for the post. The following advice should help you to complete the application form itself as effectively as possible.

### SOME POINTS TO BEAR IN MIND BEFORE YOU START

- Consider the contents of the Job Description and Application Form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Study the Person Specification carefully. This outlines the type and range of competencies – abilities/skills/experience etc. that ideally we would like the candidate to possess to have the potential to develop. Use this as a guide and nothing more.
- Try to complete your application in a concise, well-organised and positive way.
- Unless it has been agreed that you submit your application in a different format please use the application form provided, continuing on separate sheets if necessary. Please do not send standard details of your own i.e. in the form of a curriculum vitae.

### APPLICATION FORM

The following headings correspond to some of the appropriate sections in the application form.

<b>Post applied for: Service:</b>	Ensure the full job title and Service are shown on the form.
<b>Name and Address:</b>	Make sure that you give clear details of your full name, address and telephone number (if you are on the phone)
<b>Present Appointment: Previous Appointment:</b>	Starting with your current or last employer, list all the employers you have worked for, provide job title and the period you worked for them. This information may be used to assess whether you meet the experience requirements for the vacancy. Check that the dates are correct and in order. The dates will only be used for checking that the information provided is consistent.
<b>Education and Professional Qualifications:</b>	Give a list of formal and informal qualifications. Information may be necessary here to assess whether you meet the required qualifications for the vacancy. Ensure that nothing has been omitted.
<b>Relevant Experience, Skills, etc.</b>	<p>This is probably the most important part of your application, as you have to make a case here for selection so be concise, well organised and positive. Do not repeat your career history, use only the relevant parts.</p> <p>In considering your experience, remember all your previous work. Consider other relevant experience outside work, such as community/voluntary/leisure. Remember that unpaid work or work at home is just as valuable and valid as being in a paid job.</p> <p>Express any relevant views on the requirements specified in the Job Description in support of your application.</p>
<b>References:</b>	<p>Please give the name of your current or last employer where applicable. It is the Council's policy to approach current and relevant previous employers in the interests of the service concerned.</p> <p>"We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations, which handle public funds".</p>

**FINALLY:** Check your Application Form to ensure that all questions have been answered and sign the form. Complete the Equal Opportunities Monitoring Form. Send it to the address on the Application Form.

## **WEST LANCASHIRE BOROUGH COUNCIL**

### **EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY STATEMENT**

West Lancashire Borough Council is committed to a policy of promoting equality of opportunity in recruitment, selection, training, promotion and other conditions of employment, based upon its opposition to any form of discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, gender and sexual orientation. Within this context the Council is also committed to working towards achieving a diverse workforce which is reflective of the local population at all levels within the organisation.

The Council will ensure that under-representation is addressed within a framework which ensures that individuals are recruited, selected, trained, promoted and otherwise treated on the basis of their aptitude, skills and abilities. All employees will be encouraged to take advantage of facilities to improve their skills and knowledge at work. Reasonable steps will be taken to ensure that all employees are equally valued and treated as individuals. Their personal needs as well as the needs of the organisation will be taken into account. To this end, the Joint Managing Directors, with the assistance of Heads of Service, will endeavour to ensure that all appropriate Council activities comply with this Policy Statement. All employees should attempt to ensure that in all their actions at work, they do not discriminate in any way against another employee or member of the public.

Should any employee believe that the Council has applied inequitable treatment to him or her within the scope of this Policy, the matter should be raised initially through the Council's grievance procedure.

In order to ensure the effective implementation of this Policy, this statement will be brought to the attention of every employee, a brief statement of the Council's intent will be included in every job advertisement, and the Council's employment practices will be subject to regular review and modified as necessary.



# WEST LANCASHIRE BOROUGH COUNCIL

## APPLICATION FOR EMPLOYMENT

<b>Post applied for:</b>	<b>Service:</b>
<b>Ref No HR:</b>	

<b>Surname:</b>	<b>Forename(s):</b>
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<b>Address:</b>	<b>Work Telephone No:</b>
<b>Postcode:</b>	<b>Home Telephone No:</b>

<b>EMPLOYMENT HISTORY</b> If this is going to be your first job after leaving school or college, you may like to give details of any holiday, weekend, evening jobs or work experience placements.
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<b>PRESENT EMPLOYMENT</b> <b>Job Title:</b> <b>Date Started:</b> <b>Weekly Wage/Annual Salary:</b> <b>Notice Required:</b> <b>Brief Outline Of Duties:</b>	<b>Employers Name and Address:</b>
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PREVIOUS EMPLOYMENT MOST RECENT POST FIRST Post	Employer	From	To
Have you ever been dismissed by any of the above employers? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES you may provide details if you wish.			

EDUCATION School/College	Qualification

PROFESSIONAL QUALIFICATIONS Membership Body	Method of membership	Title of Qualification

Details of any specialist training or qualifications not covered in previous sections (e.g. short courses, etc)

**EXPERIENCE AND PERSONAL SKILLS**

Please give details of all your experience, skills and abilities relevant to the post applied for. These should be addressed under the headings as detailed in the person specification e.g. communication, decision-making, team working, leadership creativity, organisation and planning. It is important to include details of any relevant competencies gained through undertaking voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. parent governor, playschool assistant, committee member, VSO, treasurer of a club, CAB volunteer etc.

Are you related to any member of the Council or Senior Officer? YES  NO   
 IF YES, give details below.

Canvassing in any form may disqualify you from employment.

You are required to state in writing whether you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council; or the partner of such persons. If this is the case, no candidate will be appointed without the authority of the relevant Chief Officer or an Officer nominated by him/her.

Have you ever been convicted of a criminal offence? YES  NO

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation Act 1974 (Exemption) Order 1975, from the protection of the Act. It is therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.

*If yes, details may be required from you in strictest confidence.*

<u>Details of Referees</u>	
Please give the name, address and occupation of two referees and state their relationship to you (e.g. employer/supervisor/tutor). Where appropriate, one referee should be your current or most recent employer.  <b>The Council reserves the right to seek any further references deemed appropriate.</b>	
1 ..... ..... ..... ..... ..... ..... Postcode ..... Telephone No. .... Email address ..... Relationship .....	2 ..... ..... ..... ..... ..... ..... Postcode ... ..... Telephone No. .... Email address ..... Relationship .....
Note: please indicate if you do not want us to contact your current employer before your interview YES <input type="checkbox"/> NO <input type="checkbox"/>	

Where did you see this vacancy?:

**FURTHER INFORMATION AND DECLARATION**

Do you hold a current full UK Driving Licence?

YES

NO

Would you have the use of a car for work?

YES

NO

Are you entitled to work in the UK?

YES

NO

Do you require a work permit?

YES

NO

I declare to the best of my knowledge and belief, all statements contained in this form are correct and I understand that, should I conceal any material fact, I will, if engaged, be liable to the termination of my contract of service with such notice as may be appropriate.

I understand that an employment officer is subject to satisfactory references and health review.

Signature:

Date:

The Council reserves the right to reject any applicant without calling the candidate for interview or to reject any candidate after interview.

This form, when completed, should be returned to:

**West Lancashire Borough Council**  
**Human Resources**  
**52 Derby Street**  
**Ormskirk**  
**Lancashire**  
**L39 2DF**

The receipt of Applications will not be acknowledged unless requested and a stamped addressed envelope supplied.

**Data Protection Act:** - In accordance with the Act you should be aware that the personal details submitted on this form will be used for selection and interview procedures and employment records should you be successful.



West Lancashire Borough Council

## Equal Opportunities Monitoring Form

Name: .....

Position Applying for: .....

**Please mark your answers with a black pen like this [---]**

<p>The Council is committed to an Equality in Employment Policy and as such aims to ensure that no applicant or member of staff is disadvantaged or discriminated against, either directly or indirectly. In order to ensure the effectiveness of this policy it is necessary to collect information from all applicants on the key factors relating to equal opportunities in employment. The information is strictly CONFIDENTIAL <b>Please return this form with your completed application form.</b></p> <p>Date of Birth (dd/mm/yyyy)     /     /     /</p> <p>What is your full home postcode? e.g. L39 2DF</p>	<p>Gender: Male     <input type="checkbox"/> Female     <input type="checkbox"/></p> <p>          Not Given     <input type="checkbox"/></p>
	<p><b>Which age band applies to you?</b></p> <p>16-20     <input type="checkbox"/>     36-40     <input type="checkbox"/>     56-60     <input type="checkbox"/></p> <p>21-25     <input type="checkbox"/>     41-45     <input type="checkbox"/>     61+     <input type="checkbox"/></p> <p>26-30     <input type="checkbox"/>     46-50     <input type="checkbox"/></p> <p>31-35     <input type="checkbox"/>     51-55     <input type="checkbox"/></p>

<p><b>What is your ethnic group? (please mark one only)</b></p> <p><b>White</b></p> <p>British     <input type="checkbox"/></p> <p>Irish     <input type="checkbox"/></p> <p>Any other white background     <input type="checkbox"/></p> <p>Gypsy or Irish Traveller     <input type="checkbox"/></p> <p><b>Mixed</b></p> <p>White and Black Caribbean     <input type="checkbox"/></p> <p>White and Black African     <input type="checkbox"/></p> <p>White and Asian     <input type="checkbox"/></p> <p>Any other mixed background     <input type="checkbox"/></p> <p><b>Chinese or other ethnic group</b></p> <p>Chinese     <input type="checkbox"/></p> <p>Any other     <input type="checkbox"/></p> <p><b>What is your religion?</b></p> <p>Baha'i     <input type="checkbox"/> Buddhist     <input type="checkbox"/> Buddhist     <input type="checkbox"/> Any other religion     <input type="checkbox"/> Christian     <input type="checkbox"/> Hindu     <input type="checkbox"/></p> <p>Jewish     <input type="checkbox"/> Muslim     <input type="checkbox"/> Sikh     <input type="checkbox"/> No religion/belief     <input type="checkbox"/></p> <p><b>Black or Black British</b></p> <p>Caribbean     <input type="checkbox"/></p> <p>African     <input type="checkbox"/></p> <p>Any other black background     <input type="checkbox"/></p> <p><b>Asian or Asian British</b></p> <p>Indian     <input type="checkbox"/></p> <p>Pakistani     <input type="checkbox"/></p> <p>Bangladeshi     <input type="checkbox"/></p> <p>Any other Asian background     <input type="checkbox"/></p>	<p><b>How did you find out about this vacancy?</b></p> <p>Advertiser     <input type="checkbox"/></p> <p>Other Local Press     <input type="checkbox"/></p> <p>Internet     <input type="checkbox"/></p> <p>Job Centre     <input type="checkbox"/></p> <p>Liverpool Echo     <input type="checkbox"/></p> <p>Other Regional Press     <input type="checkbox"/></p> <p>National Press     <input type="checkbox"/></p> <p>Jobs Northwest     <input type="checkbox"/></p> <p>Professional Journal     <input type="checkbox"/></p> <p>Internal Advertisement     <input type="checkbox"/></p> <p>Jobs Go Public     <input type="checkbox"/></p> <p>WLBC Website     <input type="checkbox"/></p> <p><b>What is your sexual orientation?</b></p> <p><input type="checkbox"/> Bisexual     <input type="checkbox"/> Gay Man</p> <p><input type="checkbox"/> Heterosexual/Straight</p> <p><input type="checkbox"/> Lesbian/Gay Woman</p> <p><b>Some of the information disclosed in this form will be collected again if you are the successful candidate. This will be held on your personnel file and used for workforce planning and monitoring purposes. This information will not be given to any other employers in the future.</b></p>
<p><b>Disabilities</b></p> <p>Are you a Deaf person or do you have a disability?</p> <p><input type="checkbox"/> Yes     <input type="checkbox"/> No</p> <p>(The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day- to- day activities).</p> <p><input type="checkbox"/> Needs personal care spt.     <input type="checkbox"/> Dyslexia</p> <p><input type="checkbox"/> Mental health difficulty.     <input type="checkbox"/> Blind/partially sighted</p> <p><input type="checkbox"/> Unseen disability     <input type="checkbox"/> Deaf/hearing impaired</p> <p><input type="checkbox"/> Multiple disabilities     <input type="checkbox"/> Wheelchair – user</p> <p><input type="checkbox"/> Other disabilities     <input type="checkbox"/> Do not wish to give information</p> <p><b>Current Employment:</b></p> <p><input type="checkbox"/> Internal     <input type="checkbox"/> Student</p> <p><input type="checkbox"/> External     <input type="checkbox"/> Unemployed</p>	

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