



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)

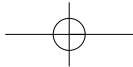
Employer's Name, full Postal Address and Full Tel No incl STD code: _____

Position Held: _____ Grade/Salary at time of leaving: _____

Surname while in this position: _____ Service - Years _____ Months _____

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 - Years _____ Months _____

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 - Years _____ Months _____

Reason for leaving: _____

Brief Description of Duties: _____

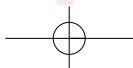
Employer's Name, full Postal Address and Full Tel No incl STD code: _____

Position Held: _____ Grade/Salary at time of leaving: _____

Surname while in this position: _____ Service - Years _____ Months _____

Reason for leaving: _____

Brief Description of Duties: _____



BREAKS IN EMPLOYMENT (most recent first)

Date From:	Date To:	Reason:

EDUCATIONAL/PROFESSIONAL & VOCATIONAL QUALIFICATIONS

	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, Tŷ Henblas, Queen's Square, Wrexham. LL13 8AZ.**