# Application for employment

GOSPORT BOROUGH COUNCIL

Gosport Borough Council has a comprehensive equality and diversity policy, in pursuance of which the application form for employment is in two parts. Parts 1 and 3, containing personal information, are detached on receipt and retained in the Personnel Section whilst the employing department carries out shortlisting. Shortlisting is conducted using the job description and person specification, and the information contained in part 2 of the application form. **It is important that you have regard to the job description and person specification in completing the form.** Once shortlisting has been completed, part 1 of the form will be given to the relevant Manager of the employing department so that appropriate arrangements for interview may be made.

The personal information provided by you will be used for monitoring purposes, to ensure that there is no discrimination at any stage of the process. The selection process is aimed at ensuring that the best person for the job is appointed, without any unfair discrimination. Decisions are made focusing on the abilities, skills, experience and qualifications of applicants, and their relevance to the job. **Do not include a Curriculum Vitae or any other documents which identify you personally, since such documents will not be used in the recruitment process.**

Please complete both parts of the form, preferably in black ink and return to: **Personnel Services, Town Hall, High Street, Gosport, Hampshire, PO12 1EB** by the closing date specified in the advertisement.

Application forms are held in confidence and viewed only by those responsible for the recruitment and selection process. Forms of unsuccessful applicants are shredded six months after completion of the process.

Gosport Borough Council
Town Hall, High Street,
Gosport,
Hampshire,
PO12 1EB

Tel: (023) 9258 4242

www.gosport.gov.uk

INVESTORS IN PEOPLE

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Gosport Borough Council is committed to equal opportunities for all.

This document can be provided in large print, on CD or tape, in Braille or in other languages, please ask.

# Part 1

## Personal Details

| | |
|---|---|
| **Post title** | |
| **Business Unit** | |
| **Do you work for Gosport Borough Council?** | |
| **Title** | |
| **First name(s)** | |
| **Surname** | |
| **House name/number and street** | |
| **City** | |
| **County** | |
| **Country** | |
| **Post Code** | |
| **National Insurance number** | |
| **Tel No (daytime/work)** | |
| **May we contact you at work?** | |
| **Tel number (evening)** | |
| **Tel number (mobile)** | |
| **E-mail address** | |
| **Please indicate if there are any special requirements should you be invited for interview (e.g. interpreter, signer, wheelchair access)** | |

## Personal Details Continued

| | |
|---|---|
| **Are you related to any Member or employee of Gosport Borough Council?<br>If so, please detail** | |
| **Do you have any current Criminal Convictions?<br>If so, please detail** | |

# Part 2

## Education

| School/College/ University | Subject | Level | Grade |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# Job related/professional training

| Job related/Professional Training 1 | |
|---|---|
| Course Name | |
| Provider | |
| Date from | |
| Date to | |
| Qualification/accreditation gained (if appropriate) | |
| **Job related/Professional Training 2** | |
| Course Name | |
| Provider | |
| Date from | |
| Date to | |
| Qualification/accreditation gained (if appropriate) | |
| **Job related/Professional Training 3** | |
| Course Name | |
| Provider | |
| Date from | |
| Date to | |
| Qualification/accreditation gained (if appropriate) | |
| **Job related/Professional Training 4** | |
| Course Name | |
| Provider | |
| Date from | |
| Date to | |
| Qualification/accreditation gained (if appropriate) | |
| **Job related/Professional Training 5** | |
| Course Name | |
| Provider | |
| Date from | |
| Date to | |
| Qualification/accreditation gained (if appropriate) | |

| Job related/Professional Training 6 | |
|---|---|
| Course Name | |
| Provider | |
| Date from | |
| Date to | |
| Qualification/accreditation gained (if appropriate) | |
| **Job related/Professional Training 7** | |
| Course Name | |
| Provider | |
| Date from | |
| Date to | |
| Qualification/accreditation gained (if appropriate) | |

# Membership of Professional Bodies

| Membership of Professional Bodies 1 | |
|---|---|
| Name of professional body | |
| Date joined | |
| Level/grade of membership | |
| Registration number (if appropriate) | |
| Was membership of the professional body gained by examination? | |
| **Membership of Professional Bodies 2** | |
| Name of professional body | |
| Date joined | |
| Level/grade of membership | |
| Registration number (if appropriate) | |
| Was membership of the professional body gained by examination? | |

# Employment history

| Current employer | |
|---|---|
| Employer's name | |
| Type of business | |
| Address (including Post Code) | |
| Telephone number | |
| Position | |
| Date appointed | |
| Salary | |
| Notice period | |
| Reason for leaving | |
| Main duties | |

| Previous employer 1 | |
|---|---|
| Employer's name | |
| Type of business | |
| Position | |
| Date appointed | |
| Date when left | |
| Reason for leaving | |

| Previous employer 2 | |
|---|---|
| Employer's name | |
| Type of business | |
| Position | |
| Date appointed | |
| Date when left | |
| Reason for leaving | |

| Previous employer 3 | |
|---|---|
| Employer's name | |
| Type of business | |
| Position | |
| Date appointed | |
| Date when left | |
| Reason for leaving | |

| Previous employer 4 | |
|---|---|
| Employer's name | |
| Type of business | |
| Position | |
| Date appointed | |
| Date when left | |
| Reason for leaving | |

| Previous employer 5 | |
|---|---|
| Employer's name | |
| Type of business | |
| Position | |
| Date appointed | |
| Date when left | |
| Reason for leaving | |

| Previous employer 6 | |
|---|---|
| Employer's name | |
| Type of business | |
| Position | |
| Date appointed | |
| Date when left | |
| Reason for leaving | |

# Further information in support of application

**Please provide further information in support of your application (maximum 1000 words)**

# Further information in support of application

| Please give your reasons for applying for this vacancy (maximum 100 words) | |
|---|---|
| When is the earliest possible date you could commence this employment? | |
| Do you have a full current driving licence? | |
| Do you have the use of a car? | |
| Do you have a Local Authority Car Loan? | |

# Other information

| Where did you see this vacancy advertised? | |
|---|---|

## Continuation Sheet (if necessary)

## Declaration

I understand that canvassing any Councillor or employee of Gosport Borough Council, or giving false information or making a material omission to obtain employment, will disqualify me, and I certify that the information I have given in the application is correct.

Signed: _____ Date: _____

# References

| Reference 1 | |
|---|---|
| Title | |
| First name | |
| Surname | |
| Position | |
| Relationship to applicant | |
| Name of organisation/institute | |
| Address | |
| Post code | |
| Telephone number (daytime) | |
| E-mail address | |
| Can this referee be contacted prior to interview? | |

| Reference 2 | |
|---|---|
| Title | |
| First name | |
| Surname | |
| Position | |
| Relationship to applicant | |
| Name of organisation/institute | |
| Address | |
| Post code | |
| Telephone number (daytime) | |
| E-mail address | |
| Can this referee be contacted prior to interview? | |

# Part 3

## Confidential Monitoring Information

**The following information is required for monitoring purposes only, and will not be used for selection purposes.**

Post applied for: _____ Date: _____

**1. Ethnicity**

Please indicate your ethnic group from the classifications below:

**WHITE**

British/English/Welsh/Scottish/Northern Irish ☐

Irish ☐ Gyspy or Irish Traveller ☐

Any other white background (please specify) _____

**MIXED OR MULTIPLE ETHNIC GROUPS**

White & Black Caribbean ☐ White & Black African ☐

White & Asian ☐

Any other mixed background (please specify) _____

**ASIAN OR ASIAN BRITISH**

Indian ☐ Pakistani ☐

Bangladeshi ☐ Chinese ☐

Any other Asian background (please specify) _____

**BLACK, AFRICAN, CARIBBEAN OR BLACK BRITISH**

Caribbean ☐ African ☐

Any other Black, African or Caribbean background (please specify) _____

**OTHER ETHNIC GROUP**

Arab ☐

Any other ethnic group (please specify) _____

**2. Age**

Date of birth _____

**3. Disability**

Do you consider that you have a disability? (i.e. a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day to day activities)

Yes ☐ No ☐

If yes, please detail _____

_____