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| Thank you for your interest in working for Westminster City Council. | Please fill in the spaces below and email your completed application form to:  [**recruitment@waes.ac.uk**](mailto:recruitment@waes.ac.uk)  **WAES Human Resources**  **Lisson Grove Centre, 219 Lisson Grove**  **London**  **NW8 8LW** |
| Position applied for:   |  | | --- | |  | |
| Position reference number:   |  | | --- | |  | |
| Where did you see the vacancy advertised?   |  | | --- | |  | | Closing date:   |  | | --- | |  | |

**Section 1:** **Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:   |  | | --- | |  | | Home telephone:   |  | | --- | |  | |
| Forenames:   |  | | --- | |  | | Mobile:   |  | | --- | |  | |
| Preferred title (eg Mr, Mrs, Miss, Ms):   |  | | --- | |  | | Home email:   |  | | --- | |  | |
| Home address:   |  | | --- | |  | |  | |  | |  | |  | |  |   (internal candidates should give their work address only) | Work telephone no:   |  | | --- | |  | |
| Work email:   |  | | --- | |  | |
| Please specify any dates you are not available for an interview:   |  | | --- | |  | |
| Do you require a certificate of sponsorship?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | May we contact you at work? (Yes/No):   |  | | --- | |  | |
| If yes, when?   |  | | --- | |  |   Yes  No | National insurance number:   |  | | --- | |  |   Yes  No |

**Section 2: Education, qualifications, membership of professional associations and training:**

Please give details of your education and qualifications obtained. This includes any qualifications which you are studying for now. Primary school details are not required.   
You may be required to prove you have obtained these qualifications.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of School   |  | | --- | |  | |  | |  | |  | |  | | Qualification/grade achieved   |  | | --- | |  | |  | |  | |  | |  | | Dates from and to   |  | | --- | |  | |  | |  | |  | |  | |
| College/University   |  | | --- | |  | |  | |  | | Qualification/grade achieved   |  | | --- | |  | |  | |  | | Dates from and to   |  | | --- | |  | |  | |  | |
| Professional Qualification   |  | | --- | |  | |  | |  | | Qualification/grade achieved   |  | | --- | |  | |  | |  | | Dates from and to   |  | | --- | |  | |  | |  | |

**Training Courses:**

Please use this section to list any relevant in-service and other courses attended during the last 5 years (continue on a separate sheet if necessary):

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| --- | --- | --- | --- | --- |
| Course | From | To | Full or Part Time Day or Evening | Where Held |
|  |  |  |  |  |
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**Section 3: Employment details**

Please record all previous employment below, starting with your present or most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Name and address of employer:   |  | | --- | |  | | Position held and salary:   |  | | --- | |  | |
| Main duties and responsibilities (in bullet points):   |  | | --- | |  | | Date appointed:   |  | | --- | |  | |
| Date left:   |  | | --- | |  |   Reason for leaving  (if applicable): |
| |  | | --- | |  | |
| 2. Name and address of employer:   |  | | --- | |  | | Position held and salary:   |  | | --- | |  | |
| Main duties and responsibilities (in bullet points):   |  | | --- | |  | | Date appointed:   |  | | --- | |  | |
| Date left:   |  | | --- | |  | |
| Reason for leaving  (if applicable):   |  | | --- | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. Name and address of employer:   |  | | --- | |  | | Position held and salary:   |  | | --- | |  | |
| Main duties and responsibilities (in bullet points):   |  | | --- | |  | | Date appointed:   |  | | --- | |  | |
| Date left:   |  | | --- | |  |   Reason for leaving  (if applicable): |
| |  | | --- | |  | |

**Please continue employment history on a separate sheet if necessary, including any gaps in employment with reasons.**

**Present or recent Voluntary or Community Work Experience- (skills gained in relevant work in a voluntary capacity are considered an important part of your application).**

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| --- | --- | --- | --- |
| 4. Name and address of organisation   |  | | --- | |  | | Position held   |  | | --- | |  | |
| Main duties and responsibilities (in bullet points):   |  | | --- | |  | | Date started:   |  | | --- | |  | |
| Date left (if applicable)   |  | | --- | |  |   Reason for leaving  (if applicable): |
|  |

**Section 4: Relevant skills and competencies**

Please review the job description. Record below details of any relevant knowledge, skills, experience, training and qualifications, which make you particularly suited for this position. Please continue on a separate page if needed.

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**Section 5:** References

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| --- | --- | --- | --- |
| **Reference 1:** (from present or most recent employer)  Name of referee:   |  | | --- | |  | | **Reference 2:** (preferably another employer)  Name of referee:   |  | | --- | |  | |
| Position:   |  | | --- | |  | | Position:   |  | | --- | |  | |
| Name and address of organisation:   |  | | --- | |  | |  | |  | |  | |  | | Name and address of organisation:   |  | | --- | |  | |  | |  | |  | |  | |
| Work email:   |  | | --- | |  | | Work email:   |  | | --- | |  | |
| Telephone:   |  | | --- | |  | | Telephone:   |  | | --- | |  | |
| If you are called for interview may we contact your referee?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No |   Yes  No | If you are called for interview may we contact your referee?   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No |   Yes  No |
| Please complete details for both referees, (who should not be related to you) and include your most recent employer(s), where applicable, and /or your most recent work experience, if applicable. Please give details of head teacher/tutor if a school/college leaver. | *Please note – we reserve the right to contact any previous employer(s) you have listed for reference purposes where relevant.*  **Internal Candidates** – Please note your Line Manager must be one of your referees. |

**Section 6:** Additional information

Westminster City Council wishes to encourage disabled people to apply for jobs – all information will be treated in confidence. The Council operates a guaranteed interview scheme for disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job. **(Indicate by marking an ‘x’ in the appropriate box).**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you have a disability as outlined in the Equality Act (2010)? (See Equal Opportunities Monitoring section for  detailed definition)   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | In relation to any disability, do you have any particular requirements in order to attend an interview?  If **yes**, please give details on a separate sheet.   |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |

**Section 7: Criminal Records Disclosure**

1. To be completed by all applicants. I confirm that I have

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| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | No **unspent** convictions, cautions,  reprimands, final warnings or pending charges. | |  | | --- | |  | | One or more **unspent** convictions, cautions, reprimands, final warnings or pending charges.  Please follow the instructions in section 7 (3) |

1. **To be completed only** when applying for posts that are **exempt from the provisions of the Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (as amended). Applicants applying for the above posts cannot consider any convictions as “spent” for the purposes of this application -except those which, under the DBS filtering rules, should no longer be disclosed, **see** [DBS Guidance](https://www.gov.uk/government/news/dbs-filter-certain-old-and-minor-cautions-and-convictions-reprimands-and-warnings-from-criminal-record-certificates)

I confirm that I have…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | No **spent** convictions, cautions,  reprimands, or final warnings. | |  | | --- | |  | | One or more **spent** convictions, cautions, reprimands or final warnings.  Please follow the instructions in section 7 (3) |

*Please note. Any offer of appointment to the above post(s) will be subject to a satisfactory disclosure**from the Disclosure and Barring Service.*

If you have answered **yes** to either of the questions above, please follow the instructions below:

* + On a separate sheet of paper record brief details of the offence(s)
  + Record the date and place of judgement and sentence(s) given
  + Place the sheet of paper into a sealed envelope and attach to your application form.

**The council has a positive policy on the recruitment of ex-offenders, and will not unnecessarily discriminate against those who disclose a criminal record unless it is considered that this makes you unsuitable for employment. In making this decision the council will consider the nature and relevance of the offence, how old you were when it was committed and any other factors which may be relevant.**

*This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided.*

**Section 8:** Prevention and detection of fraud

The council is committed to the highest ethical standards and expects its employees to act with integrity, to be honest and trustworthy and to comply with all laws and regulations which apply to council business.

The council collects information for a variety of local authority purposes including Housing Benefit. The information collected about you may be used for any local authority purpose.

Information on you provided by you or by a third party may be checked with other information held by the council. This information may also be used by the council or supplied to other bodies to prevent or detect crime or protect public funds. Use of information about you and disclosures to anyone outside the council will only be carried out where the law permits.

If you have any queries about information held about you, all of which is held under the provisions of the Data Protection Act 1998, please contact the Chief Information Officer at Westminster City Hall, Victoria Street, London SW1E 6QP.

**Section 9:** Relatives/other interests

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you related to any Councillor/Governor or senior officer of the council/school?  If **yes**, please give details on a separate sheet. | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No |   No |

*Warning – Canvassing of or failing to disclose a relationship to a Councillor/Governor or senior officer of the council/school, may disqualify you.*

**Section 10:** Data Protection & Data Processing

The Data Protection Act (1998) aims to ensure that all organisations who collect, process and store information about individuals do so correctly (ie: people about whom information is collected know of its existence, and how to correct it if it is wrong). As part of WAES management processes and in order for WAES to process your job application further, WAES needs to collect, process and store information about you as contained within the Application Form.

Personal information contained within the Application Form will only be used for the post applied for and no other purpose. The information will be kept confidentially by WAES and only used by the interview panel and Human Resources Department for the purposes of selecting the best candidate for the job. If an applicant is not appointed, then his or her information will be destroyed.

If an applicant is appointed to the post, WAES will maintain his or her information collected for pay, contract, management purposes, or any other legal requirement imposed on us and not for any other purpose. Information will be held on computer. Any member has the right to request to see, and if necessary, update or correct the information held about them by WAES by contacting the Human Resources Department.

Further processing of this application is conditional upon the applicant agreeing to the processing of data for standard purposes.

**Section 11:** Applicant’s declaration

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment with the council will be made on the basis of the information I have provided. I understand that a false declaration which results in my appointment to the council’s service will render me liable to dismissal without notice. I give explicit consent that the information which I give on this form may be processed in accordance with the council’s registration under the Data Protection Act 1998.

|  |  |  |
| --- | --- | --- |
| Please mark the box with an **‘x’** to confirm you have read and understood the applicant’s declaration. | |  | | --- | |  | |

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| --- | --- | --- | --- |
| Signed (Please type in your name)   |  | | --- | |  | | Date   |  | | --- | |  | |

**Please ensure that you have also completed the Equal Opportunity Monitoring Form and return along with your application form in order for your application to be considered**