

# Application Form

[Jobs@Swindon](mailto:jobs@swindon.gov.uk)

Swindon Borough Council  
Civic Offices, Euclid Street  
Swindon SN1 2JH

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Email: [jobs@swindon.gov.uk](mailto:jobs@swindon.gov.uk)

Web: [www.swindon.gov.uk/jobs](http://www.swindon.gov.uk/jobs)

## 1 Vacancy Details

Job(s) Applied for

Ref No:

## 2 Present or most recent employment, voluntary work or role

Job Title:

Hours worked:

Dates employed:

Notice Period:

Current Salary plus benefits:

Name of Employer:

Employers Address:

Key Duties:

## 3 Reason for wishing to leave or left

The working Time Regulations place a maximum limit on weekly hours worker (48 hours)  
Will you continue in any other employment, should you be offered this appointment

Yes

No

## 4 Previous Employment

Starting with the most recent first, please give details of jobs held including part time and unpaid work. Do not include the details provided in Section 2 of the application form. Continue on a separate sheet if necessary

Name of Employer	Job title and main duties	Reason for leaving and length of employment
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## 5 Education

Please give details of any educational, technical and/or professional qualifications. If you are currently studying please provide details of the qualifications you are studying for.

Examinations/qualifications taken or to be taken (include subjects)	Results and grades
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## 6 Training

Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary.

Length of course	Course title	Organising body
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 7 Membership

Please indicate membership of any organisation(s) relevant to the job.

Name of organisation	Type of membership	Is membership current
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 8 Skills, Abilities, Experience and Achievements

Please give details of your skills, abilities, achievements and experience (including outside interests) and use examples to demonstrate how you meet each of the criteria listed in the person specification. You may continue on **up to 2 separate sheets** and attach if necessary, please do not staple.

## 9 Person Details

Surname:	<input type="text"/>	Forename(s)	<input type="text"/>
Title:	<input type="text"/>	Date of Birth	<input type="text"/>
Address:	<input type="text"/>	Is this a job share application	
		Yes	No
		Contact details (please indicate preferred contact detail)	
		Home	<input type="text"/>
		Work	<input type="text"/>
		Mobile	<input type="text"/>
Postcode:	<input type="text"/>	Email	<input type="text"/>

Are you eligible to work within the UK?	Yes/No	<input type="text"/>
Are you required to have a work permit to work in the UK?	Yes/No	<input type="text"/>
<b>Convictions/Disqualifications</b>		
Please give details and dates of a) any convictions(including driving offences) and/or b) disqualifications from driving or performance of professional duties.		
<input type="text"/>		
<b>Canvassing</b>		
In order to ensure fairness and openness of our selection process please state whether you are related to, or in a close personal relationship with a Councillor or employee of Swindon Borough Council.		
Yes/No	<input type="text"/>	Name: <input type="text"/>
Position:	<input type="text"/>	Relationship: <input type="text"/>

<b>Declaration</b>	
I declare that the information I have given in this application is correct and complete. I understand that any false statements or failure to disclose information requested on this form may result in my application being disqualified or may lead to my dismissal or disciplinary action if appointed.	
Signature	<input type="text"/>
Date	<input type="text"/>
All information on this form will be treated in strictest confidence and used to process your application for employment. If you are appointed, this application will form the basis of your personal file and information on this form may be held on computer. If your application is unsuccessful your details will be kept for a period of 1 year and will then be destroyed	

You are requested to complete this information to enable us to monitor the effectiveness of our Corporate Equalities Strategy. This information will be used solely for monitoring purposes, will be treated as confidential and will be separated from the application form on receipt and before selection procedures commence.

**Please delete as appropriate**

**Are you?** Male Female

**Please indicate your current age band**

Up to 19		20-29		30-39		40-49		50-59		60-69		Over 70	
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How would you describe your ethnic origin?

White		Asian or Asian British		Mixed	
White British		Indian		White and Black Caribbean	
White Irish		Pakistani		White and Black African	
White Polish		Bangladeshi		White and Asian	
White Italian		Any other Asian background		Any other Mixed Background	
White Other					

Black or Black British		Chinese or other Ethnic Group	
Caribbean		Chinese	
African		Any other ethnic group	
Any other Black background			

Do you consider yourself to have a disability? Yes No

If yes, please tick the appropriate boxes

Dyslexia		Blind/Partially Sighted	
Deaf/Hearing Impaired		Mental Health Difficulties	
Wheelchair User/Mobility Impairment		Unseen e.g. Diabetes, Epilepsy	

Where did you see this vacancy advertised?

Local Newspaper		Internet (please state website below)	
National Newspaper		<b>www.</b>	
Professional Journal		Other (please state below)	
Job Centre			

Are you currently employed by Swindon Borough Council? Yes No

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation


## 11 Disability

We guarantee to interview disabled applicants who meet the **essential** requirements for the post.

Do you consider yourself to have a disability?

Yes

No

Please state any particular assistance or facilities you may require in attending an interview.

## 12 References

Please give details of 3 referees who are able to comment on your suitability for the job, one of whom must be your present or most recent employer. If you have just left full time education you should give details of your course tutor or teacher. References from **friends and relatives** are not acceptable

Name

Position/Occupation

Address

Telephone Number

Fax Number

Email

May we contact referee prior to interview?

Yes

No

Relationship to yourself

Name:

Position/Occupation

Address:

Telephone Number

Fax Number

Email

May we contact referee prior to interview?

Yes

No

Relationship to yourself

Name

Position/Occupation

Address

Telephone Number

Fax Number

Email

May we contact referee prior to interview?

Yes

No

Relationship to yourself