Please complete **ALL** sections of the form.

**Information for applicants**

Personal information in section A1 B & C of the application form will be detached to ensure that your application is dealt with objectively by the shortlisting panel.

**Privacy statement:**

The personal information you have entered on this form will be used for recruitment and retention purposes only.  All data will be kept in accordance with the Data Protection Act 2010/2018 and you have the right to access any information we hold about you.

If you accept an offer of employment with us, then our employee privacy notice will govern how we process your personal information. Records will be retained and destroyed in accordance with our records retention schedule, which you will be able to access from our intranet, PC Folders.

If your application is unsuccessful your personal data will not be stored for longer than six months from the date of application, unless in exceptional circumstances.

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| **Position Applied For:** |  |
| **Closing Date:** |  |

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| **Section A**  **A1 Personal Details** |
| Name: |
| Address: |
| Post code |
| Telephone Numbers:  Daytime:  Evening:  Mobile: |
| Email address: |

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| **A2. Present or Most Recent Employer / Employment** | | | | | |
| Name: |  | | Period From: | *(state month/year)* | |
| Address: |  | | Period To: | *(state month/year)* | |
|  |  | | Name of Supervisor: | |  |
|  |  | | Telephone Number: | |  |
|  |  | | Basic salary: | |  |
| Post Code: |  | | Notice period: | |  |
| Nature of business: | |  | | | |
| Position held & nature of responsibilities: | |  | | | |
| Reason for leaving: | |  | | | |

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| **A3. Previous employment (in date order, starting with most recent)**  **Please state ALL employment and account for any gaps** | | | |
| Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from Rehabilitation of Offenders Act 1974. | | | |
|  | | | |
| Job Title: | From | To |  |
| Name of Employer and Type of Business | State Month & Year | | Brief summary of duties and reason for leaving (If applicable) |
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Please add additional columns if needed.

As part of our safer recruitment, we require you to not leave any gaps in your employment history, please indicate the reason and time for the gap such as raising a family, unemployed etc.

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| **A4: Essential and desirable criteria – see enclosed employee specification** |
| *The employee specification which was enclosed with this application form gives details of the* ***essential*** *and* ***desirable*** *attributes of our ideal candidate. Please use this opportunity to state clearly how you meet* ***each*** *of the criteria set out in the employee specification.* |
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| **A5. Your reasons for applying for this post:** |
| Please use this space to tell us about your reasons for applying for this post. |

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| **A6. Reference details** | | | | | | | | | |
| *Please give the names and addresses of two people who would be willing to provide a reference concerning your application.* ***One*** *of the referees* ***must be*** *your current/last employer who will be asked specifically about your attendance record.* | | | | | | | | | |
| Name: | |  | | | Name: | |  | | |
| Address: | |  | | | Address: | |  | | |
|  | |  | | |  | |  | | |
|  | |  | | |  | |  | | |
| Post Code: | |  | | | Post Code: | |  | | |
| Daytime contact number: | | |  | | Daytime contact number: | | |  | |
| Is this person your present or previous employer? | | | | Yes  No | Is this person your present or previous employer? | | | | Yes  No |
| If you answered ‘no’ to the above question, in what capacity does the referee know you? | | | | | If you answered ‘no’ to the above question, in what capacity does the referee know you? | | | | |
| ***References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*** | | | | | ***References will normally be taken up prior to interview. Please indicate if your referee can be contacted at this stage.*** | | | | |
| Yes | No | | | | Yes | No | | | |

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| **A7. Relationship to existing WMO employees or board members** |
| *If you have any personal relationship to any WMO employee or member of the board of WMO, please give their name and relationship. Any approach to board members or other employees to influence a selection decision will disqualify you. This does not stop a board member or employee giving a reference.* |
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| **A8. Education Please tell us about your education, beginning with the most recent.** | | |
| Date From | Date To | Name of School, College or University starting with the most recent studies |
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| **A9. Educational and professional qualifications** | | |
| *You must complete this section if some kind of educational attainment is stated as an essential or desirable attribute on the employee specification. You may include relevant training courses and membership of professional bodies.* | | |
| Type of Qualification & Level  e.g. GCSE ‘O’ level | Full Title of Subject Taken & Title of Examining Board | Grade or Mark |
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| **A10. Your availability** | | |
| *Please tell us when you are* ***not*** *available for interview in the 6 weeks following the closing date for this post. This does not guarantee that we will be able to accommodate your needs, particularly where an interview date has already been indicated.* | | |
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| A11. Driving or car ownership status | | |
| *If the job for which you are applying requires you to attend meetings or visits outside of WMO please answer the following questions.* | | |
| Are you a vehicle owner? | Yes | No |
| Do you hold a full clean current licence? | Yes | No |
| If No, please give details of any penalties or endorsements | | |
| Please state any other type of licence you hold (e.g. HGV) |  | |

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| **A12. Declaration** | |
| *The details given by me are correct to my knowledge and belief. I understand that canvassing will automatically disqualify my application. I also understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or other document provided as additional information.* | |
| Signature: | Date: |

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| **Section B –Monitoring of Equality & Diversity** | | | | |
| **Why do I need to complete Equality & Diversity Questions?**  Wirral Multicultural Organisation aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.  In order to help us, please answer the following questions and complete the declaration at the bottom of the end page.  **What happens to the Equality & Diversity information?**  Equality & Diversity data, in accordance with the Data Protection Act will be confidentially retained and used only for the purpose of reporting to board members and for the production of statistical reports. The data will be recorded and maintained on the employee’s personal record on WMO’s Human Resources system. | | | | |
| **Title of the job applied for:** | | |  | |
| **Closing Date:** | | |  | |
|  | | | | |
| **Please repeat your Personal Details** | | | | |
| Title: | Full Name: | | | Marital Status: |
| **Age** | | | | |
| What is your date of birth? | | | |  |
| **Race & Ethnicity** | | | | |
| What is your ethnic group? *Please tick the relevant ethnic group. If you are in an ‘Any Other Background’ category please state what it is.* | | | | |
| A. White | | English  Other British  Irish  Any Other White Background\* | | |
| B. Mixed | | White & Black-Caribbean  White & Black-African  White & Asian  Any Other Mixed Background\* | | |
| C. Asian or Asian-British | | Indian  Pakistani  Bangladeshi  Chinese  Any Other Asian Background\* | | |
| D. Black or Black-British | | Caribbean  African  Any Other Black Background\* | | |
| E Other Ethnic Group | | Arab  Gypsy/Romany/Irish Traveller  Any Other Ethnic Group\* | | |
| Do not wish to declare | | Do not wish to declare | | |

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| **Country of Birth** |
| What is your country of birth?  England  Wales  Scotland  Northern Ireland  Republic of Ireland  Other write in the current name of the country  Do not wish to declare |

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| **Religion or Belief** | |
| What is your religion or Belief? \***If you have “Any Other Religion or Belief” then please state what it is.**  None  Christian (including Church of England, Catholic, Protestant & all other denominations)  Buddhist  Hindu  Jewish  Muslim  Sikh  Humanist  Atheist  Agnostic  Pagan  Any other religion or belief\*  Do not wish to declare\* | |
| **Nationality** | |
| What is your nationality? (E.G. English, British, French, Spanish etc) |  |
| Do not wish to declare | |
| **Sexual Orientation** | |
| What is your sexual orientation?  Heterosexual  Lesbian or Gay  Bisexual  Do not wish to declare | |
| **Disability** | |
| *Wirral Multicultural Organisation takes a positive approach in the selection of people with disabilities, including interviewing all disabled persons who meet the essential selection criteria. The Disability Discrimination Act 1995, defines disability as “a physical or mental impairment which has substantial and long-term adverse effect on the ability to carry out normal day to day activities”.* | |
| Do you consider yourself to be a disabled person?  Yes  No  Do not wish to declare | |
| If ‘Yes’ please provide details of any adjustments, we might need to make in order to fulfil your needs at interview or in the workplace: | |

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| **Gender** | | |
| What is your gender?  Male  Female | | |
| **Source of Application** : | | \* Please give details |
| *In order to improve the way in which we advertise in future, please tell us how you found out about this vacancy:* | | |
| Job Centre Plus | Personal recommendation | |
| Liverpool Echo on Line | Newspaper or other publication\* | |
| One Stop Shop | Local Authority/Health vacancy notification\* | |
| Internet/Intranet\*  Other\* | | |

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| **Confirmation of Declaration** | |
| *The details given by me are correct to my knowledge and belief.* | |
| Signature: | Date: |

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| **Section C – Criminal Offences** | | | |
| Whilst Wirral Multicultural Organisation supports the rehabilitation of ex-offenders it is obliged in the recruitment of all employees to utilise an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safer recruitment to posts which involve working with children, vulnerable adults &/or to other positions of trust.  Therefore, certain posts due to the nature of the work being undertaken are subject to a Criminal Records Bureau Disclosure check.   * The post is subject to a DBS (previously known as CRB) Disclosure check. * All candidates who are successful at interview for one of these posts must undertake a DBS Disclosure check before the appointment can be confirmed. Please note you will be required to verify your identity by producing original documents at interview. We will process the application and pay the charge to the DBS. As the post is subject to a DBS Disclosure check you will be asked to disclose convictions that are `spent` under the Rehabilitation of Offenders Act 1974.   Applicants should be aware that having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from employment, as any decision to employ will be considered on the individual circumstances of each case. WMO will consider **ALL** applications on their merits, only taking into account convictions considered to be relevant to the job applied for. | | | |
| **Title of the job applied for:** | |  | |
|  | | | |
| **Please repeat your Personal Details** | | | |
| Title: | Full Name: | | |
| **Declaration of Criminal Offences** | | | |
| **Please note** that you only need to disclose details of unspent convictions unless the post is also subject to a DBS Disclosure in which case spent convictions **must** be declared.  **Have you been fined, sentenced to imprisonment, discharged on payment of costs or had any order made against you by a criminal, civil or military court, or public authority, or is any action pending*?***  *Motoring offences, except for parking offences, should be included.* Disclosure will not automatically discount you from interview. | | | |
| No  Yes | | | |
| If **Yes please give details:** | | | |
|  | | | |
| **Confirmation of Declaration** | | | |
| *The details given by me are correct to my knowledge and belief. I understand that my application may be rejected or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or any other supporting document.* | | | |
| Signature: | | | Date: |
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| **For office use only** | | | | |
| EO Interview | Yes | No | | |
| Shortlist | Yes | No | | |
| Reference one | Requested | Returned | | |
| Reference two | Requested | Returned | | |
| Medical check | Requested | Returned | | |
| CRB check | Standard | Enhanced | Requested | Returned |

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| --- | --- | --- | --- | --- |
| **For HR Office Use only:** | | | | |
| *This post requires* | Enhanced | Standard | *DBS Disclosure Check* | None required |