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

**Information for applicants**

**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. | | | |
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| 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:** |

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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: | |  | | |
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|  | |  | | |  | |  | | |
| 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 |
|  |  |  |
| **A9. Educational and professional qualifications Continued** | | |
| *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 - 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:** | | | |
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| **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 |