



Job Application Form



1 Which job are you applying for?

Job title:

2 You personal details

Your surname:

Other names:

Your date of birth:



Your address and postcode:



Your phone numbers:



Mobile:

Home:



Work:

Do you have a driving licence ?



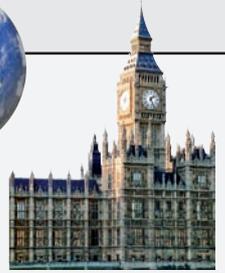
✓ yes ✗ no

Do you have use of a car ?



✓ yes ✗ no

3 Asylum and Immigration Act 1996



The law says that some people who have come to the UK from other countries are not allowed to work, or can only work for a number of hours a week.

Are you allowed to work in the UK ?



✓ yes ✗ no

Are there any extra rules about you having a job in the UK ?



✓ yes ✗ no

If you ticked yes please tell us more in the box below

4 Education and Qualifications

Write down all of your qualifications and any other training you have done.

You should include all exams you passed at secondary school and after.

You can also write down any training courses you have been on.



A large, empty rectangular box with a black border, intended for the user to write down their qualifications and training.

6 Have you got a job now?



✓ **yes** ✗ **no**

- If you ticked **yes** please answer the questions on this page.
- If you said **no** please go to section 7 on the next page.

Job title:

Date started:



How much notice do you have to give if you want to leave your job?

How much are you paid?



Information about your employer

Your employers name

Your employers address and postcode:



Your employers phone number



Your employers email address



7 Have you had a job in the past?



✓ **yes** ✗ **no**

- If you ticked **yes** please answer the questions on this page.
- If you said **no** please go to section 8 on the next page.

Job title:

Date started:

Date finished:



Why did you leave?

How much were you paid?



Information about your employer

Your employers name

Your employers address and postcode:



Your employers phone number



Your employers email address



8

Please list all the other jobs you have had in the past?

Date started	Date finished	Name & Address of employer	Job title, duties, salary & why you left

9 Please tell us more about your life

We want to know about what experiences you have had. You can write about your hobbies, being independent, work experience, and any other things you are proud of



A large, empty rectangular box with a black border, intended for the user to write their response to the prompt.

10 References - Please give us details of 2 referees

A referee is someone who knows you well.

One referee should be your current or last employer.
Their address must be a business address.



Referee 1

Name :

Address :



Job Title :

Relationship
to you :

Phone
number :



Fax
number :



Email
address:



**Can we contact this referee
without asking you again?**



yes



no

Referee 2

Name :

Address :



Job Title :

Relationship
to you :

Phone
number :



Fax
number :



Email
address:



**Can we contact this referee
without asking you again?**



yes



no

11 Rehabilitation of Offenders Act 1974 (exception) Order 1975

Surrey County Council needs to make sure that children and vulnerable adults are well looked after and kept safe.



One way we can do this is to know more about the people who work for us who have contact with children or vulnerable adults.

We use an agency called the Criminal Records Bureau (CRB) to help us do this.

If you are applying for a job that involves working with, or seeing information about, children, young people or vulnerable adults, you must tell us if you have a criminal record. We will ask you to bring some documents to your interview.

We will then help you to complete the form that we send to the CRB. The CRB will help us decide whether you should be given the job.

If you are applying for a job that does not involve working with children or vulnerable adults you may still need to tell us if you have a criminal record.

The law is the Rehabilitation of Offenders Act 1974. If you want to check whether you need to let us know about your criminal record, check with your job adviser.

The information you write down will be treated in confidence. This means we will not pass it on to anyone else unless we think it might help to detect a crime or stop one from happening.

Have you ever been cautioned, convicted of a criminal offence or have any current endorsements on your driving licence?

✓ **yes** ✗ **no**

If yes, please give details and dates:



Have you been charged with any offence, which has not yet been brought to trial?

✓ **yes** ✗ **no**

If yes, please give details and dates:



12 Guaranteed Interview Scheme for Disabled People



Surrey County Council is committed to the employment and career development of disabled people. We will interview any disabled person who has the right skills and qualifications for the job.

What do we mean by disability?

The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

I consider myself to have a disability as defined above. I understand that saying I have a disability when I haven't to get an interview will mean I could lose my job.



yes



no

13 Interview arrangements

Should you need any special arrangements for interview, or any other meetings about the job, please let us know in the box below.

This can include:

- Mobility access,
- Use of signer/interpreter
- Disabled parking.



14 Please sign and date your form

I confirm that the information I have provided above is true and correct. I understand that Surrey County Council will follow the law when it uses the information. The law is the Data Protection Act 1998.

I accept that if any of the information I put on this form is found to be untrue I could lose my job straight away.

Surrey County Council will use the information to help us decide whether you are the right person for the job. We will keep it private. We will also use it to help us check that we are working properly to choose the right people for our jobs.

If you get a job with us we will add this information to the records we keep about you. We may also use the information if there is a complaint about the way Surrey County Council recruits people.

We may check the information you put on the form with the information given to us by your referees. If you tell us anything that we think might stop a crime or help solve one we may need to pass this information on. There might be other reasons too, such as to protect the public or public money.

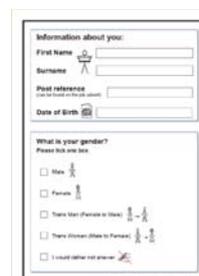
Please sign the application form.

When you sign it you are telling us that we can use the information as long as we follow the law. The law is the Data Protection Act 1998.



Please also fill in the staff monitoring form that comes with this application form.

This helps us check that everyone is getting an equal chance to work for Surrey County Council.



Information about you:
First Name
Surname
Post reference
Date of Birth
What is your gender?
Please tick one box.
 Male Female
 None (Please tick in box) Other Other (Please tick in box)
 I would rather not provide Other Other (Please tick in box)
Please go to next question

CONFIDENTIAL

EQUALITIES MONITORING FORM



At Surrey County Council we think it is very important to treat people fairly.

We want to have applications from everyone who is interested in working with us. We want to make sure the process is fair at every stage. We only choose people for our jobs based on whether we think they can do the jobs.

When choosing who will get a job we do not take into account such things as their ethnicity, gender, disability, age, sexual orientation or religious beliefs.

We want to make sure that everyone, who wants to, has a chance to work for Surrey County Council. You can help us by filling in this form. It will ask you questions about your ethnicity, gender, disability, age, sexual orientation or religious beliefs.

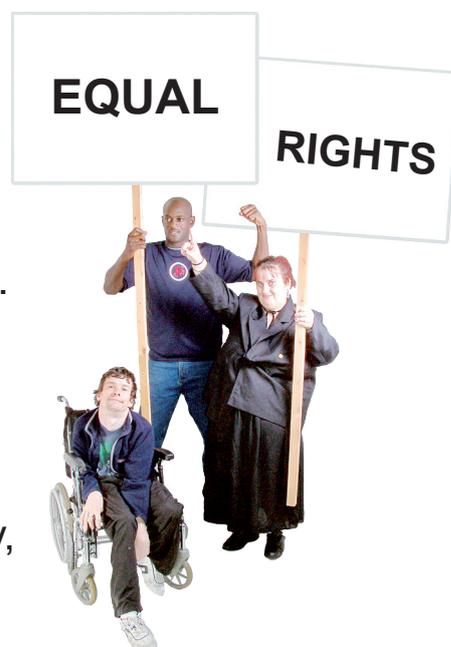
Please return this form with your application form.

This equalities monitoring form will not be passed to the people who decide who will be invited for interview.

The information will not be used to decide who should get the job.

We will keep this information confidential and no one can see any individual details. It will be held on our computer and if you do begin to work with us, these details will be part of the information we keep about you.

We will use this information to help us know whether we are an organisation that represents the community we serve. We will use it to check that we are treating the people who work with us, or want to work with us, fairly.



Information about you:

First Name



Surname



Post reference

(can be found on the job advert)

Date of Birth



What is your gender?

Please tick one box

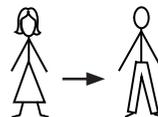
Male



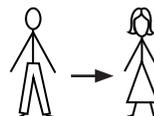
Female



Trans Man (Female to Male)



Trans Woman (Male to Female)



I would rather not answer



Please go to next question



Which of the following religious or faith group do you identify with?

Please tick one box

Buddhist 

Christian
(Includes Protestant, Roman Catholic, Methodist and Evangelical) 

Hindu 

Jewish 

Muslim 

Sikh 

No religious / faith group 

Any other religion / faith - please give details

I would rather not answer 

Please go to next question 

What is your legal marital or same-sex civil partnership status?

Please tick one box

Never married and never formed a civil partnership 

Married 

Separated but still legally married 

Divorced 

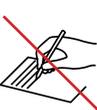
Widowed 

In a civil partnership 

Separated, but still legally in a civil partnership 

Formerly in a civil partnership which is now legally dissolved 

Surviving partner from a civil partnership 

I would rather not answer 

Please go to next question 

How would you describe your ethnic group?

Please tick one box

Asian or Asian British

- Bangladeshi 
- Indian 
- Pakistani 
- Any other Asian background

Black or Black British

- African 
- Caribbean 
- Any other Black background

Chinese

- Chinese 
- Other ethnic group

If other ethnic group please give details

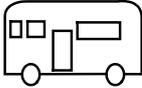
How would you describe your ethnic group?

Continued

Mixed

- White and Asian 
- White and Black African 
- White and Black Caribbean 
- Any other Mixed background

White

- British 
- Irish 
- Traveller (including Gypsy, Roma and Irish Traveller) 
- Any other White Background

Please go to next question 

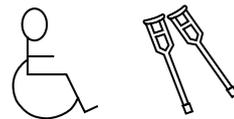
Under the definition of the 1995 Disability Discrimination Act (DDA), do you consider yourself to be disabled?

The definition of disability under the Disability Discrimination Act is: “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”

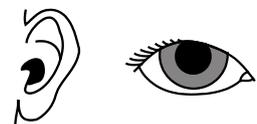
- Yes ✓
- No ✗

If you selected “Yes”, please tell us more about your disability (tick all that apply)

- Physical impairment such as difficulty using your arms Or mobility issues which means using a wheelchair or crutches.



- Sensory impairment, such as being blind or having a serious visual impairment or being deaf or having a serious hearing impairment.



- Mental Health condition, such as depression or schizophrenia



- Learning disability, such as Down’s Syndrome or dyslexia or cognitive impairment such as autism or head injury.



- Long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy



- Other

Please go to next question →

What do you consider your National Identity to be?

Choose as many or as few as apply

English



Irish



Scottish



Welsh



British



Other, please give details

Are you?

Please tick one box

Bisexual

Gay man



Heterosexual



Lesbian woman



I would rather not answer



Please return this form in a sealed envelope addressed to

Shared Service Centre HR EDM
Conquest House
Wood Street,
Kingston-upon-Thames
KT1 1AB

