



ROYAL BOROUGH OF KINGSTON

Confidential

APPLICATION FORM

An equal opportunities employer

Job you have applied for:

Vacancy reference:

Location:

Guidance on how to fill in this application form

It is important that you fill in this form accurately and thoroughly to give yourself the best chance of getting an interview.

If you need advice or help with filling in this form, please ring our helpline on 020 8547 6081.

- Read the whole form before you write anything.
- Use a black pen or type your answers as we may need to photocopy the form.
- Answer every question on the form.
- Once you have filled in the form, read your answers and check for errors
- Sign the form. Please note that if you have completed and sent this form electronically, you will be asked to sign it if you are invited to an interview.

Your details

Surname:

Initials:

Address:

Home phone number:

Work phone number:

Mobile phone number:

E-mail address:

Other details

Where did you see this job advertised?

How much notice will you have to give when you leave your current job?

Do you hold a current driving licence? yes/no

Do you have a car you can use? yes/no

Your National Insurance number

Do you need a work permit? yes/no

Have you been employed by us before? yes/no

When did you leave? dd/mm/yyyy

If "Yes", where did you work?

Why did you leave?

References

Please give details of two referees below. One of these should be your present or last employer, and the other should be another employer. If you have not been in employment, please provide details of a voluntary organisation where you have worked, or the head of an educational establishment.

Name of referee:

Their position:

Their address:

Their phone number:

E-mail address:

How do you know them?

Name of referee:

Their position:

Their address:

Their phone number:

E-mail address:

How do you know them?

Can we ask them for references before we interview you? yes/no

Education and qualifications

Please fill in the table below with details of your education and qualifications.

List all periods of study, in date order.

Dates (month and year)		Name and address of school, college or university	Did you study full or part time?	Qualifications			
From	To			Date class	Degree Subject	Grade	&
/	/						
/	/						
/	/						
/	/						
/	/						

Professional or technical qualifications and training

Name of professional organisation	Membership grade & number	How did you become a member? (For example, exam)	Date

Health

How many days off work have you had in the last 12 months due to sickness?

How many periods of absence does this represent?

If we were to offer you the job, you will have to fill in a medical questionnaire, and you may have to have a medical.

Under local government conditions of service, you must give us the following information.

Are you related to a councillor or an employee of the Royal Borough of Kingston, or to anyone who may take part in the appointment procedure? *yes/no*

If 'Yes' please give their name

How are you related to them?

Experience

Please use the space below to give details of your skills and experience from your education, employment and personal life which you think are relevant to this job.

Continue on another sheet if necessary.

We have provided a person specification and this will give you more information on the skills, experience and abilities we are looking for. Try to match your experience against it.

If you are applying to join the staff bank or temporary register, say how long you want to work and which hours or days.

If you are employed by us the following will apply to you.

We must protect the public funds we handle, and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

The information on this form is correct. I understand that if I tell you something which I know is wrong or misleading, or I do not give you information which is relevant to my application, you may reject my application or, if I get the job, take disciplinary action, including dismissal.

Your signature:

Date:

Please note that if you have completed and sent this form electronically, you will be asked to sign it if you are invited to an interview.

Equal opportunities policy

To help us monitor the success of our equal opportunities policy, please answer these questions. There is more information about our policy on the next page.

Thank you for your help.

This will not affect your application.

The job you have applied for:

Location:

Your surname:

Your first name(s):

Your previous or other surname (if relevant):

Your title (Mr, Mrs, Miss, Ms, Dr, and so on): -please select- If other:

Your date of birth: / /

Do you have a disability? yes/no

Are you applying for a job-share? yes/no

Please describe your ethnic origin. The categories listed below are descent, not country of birth, nationality or citizenship. All the categories include people who were born in the United Kingdom.

White

British

Irish

Other White

Mixed

White and Black Caribbean

White and Black African

White and Black Asian

Other Mixed

Asian or Asian British

Indian

Pakistani

Bangladeshi

Other Asian

Black or Black British

Black Caribbean

Black African

Other Black

Chinese or Ethnic Group

Chinese

Other Ethnic Groups

Your Own Definition:

Are you: Male

Female

Equal opportunities

We are an equal opportunities employer.

Our policy is to recruit, train and promote people because of their ability, the needs of the job and similar relevant criteria. We encourage all employees to take advantage of the opportunities we provide for training and development.

We will treat all employees and job applicants equally. We will not consider race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion, creed or disability in any matters to do with employment.

We regularly review our practices and procedure to make sure our equal opportunities policy is effective. We need more than this formal statement to make the policy work. We expect each employee to make his or her own contribution. We make every employee and job applicant aware of our policy.

Questions about you

Our policy on equal opportunities makes sure our recruitment and selection procedures are fair to everyone. We must judge applicants only on their ability to do the job. To make sure we are meeting these aims, we need to record certain details about people who apply for jobs.

For this reason, please answer the questions on the other side of this form. We will tear out this slip before we make our decision and we will keep the information confidential. We will use the information to keep statistics on the effectiveness of our equal opportunities policy.

It is not possible to interview everyone who applies for a job, so we draw up shortlists based on the application form. If you believe that we have treated your application unfairly, please write to the Head of Human Resources, Room 160, Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU who will investigate the matter.

Completed application forms should be sent to following address:

RBK Recruitment
C/o TMP
Chancery House
53-64 Chancery Lane
London WC2A 1QS

or email to rbk@tmp.com

ROYAL BOROUGH OF KINGSTON UPON THAMES

An equal opportunities employer

Declaration

This job is not protected by the Rehabilitation of Offenders Act 1974 or Section 41 of the Mental Health Act.

You must sign these declarations.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Exceptions) Amendment) Order 1986

This job is not protected by the above provisions. If we decide to offer you the job, we will ask the Criminal Records Bureau (CRB) for details of any convictions, bindover orders, reprimands or cautions you may have. This is so we can decide whether we should give you substantial access to children or vulnerable adults. So you must tell us about any convictions, bindover orders, reprimands or cautions, including those which for other purposes are 'spent' under the Act, before we can officially offer you the job.

Have you ever been convicted of a criminal offence, bound over, reprimanded or cautioned? or are any of these pending? Yes No

If 'Yes', please give details:
.....
.....
.....

Your signature: Date: / /

Section 41 Mental Health Act

Have you been made subject to an order under Section 41 of the Mental Health Act? Yes No

If 'Yes', please give details:
.....
.....
.....

Your signature: Date: / /

If you do not tell us about any criminal offences or Section 41 Mental Health Act Orders, we may reject your application or, if you get the job, take disciplinary action, including dismissal.