



# Your Application

## Acknowledgement

If you have not heard from us within three weeks of the closing date you should assume that you are unsuccessful.

## Guidance on making the most of your application

You should have already viewed the job description (which lists the main duties and tasks of the job) and a person specification (which lists the skills and experience you need to do the job).

The information you provide on this application form in the 'personal statement' section must show how you meet the requirements listed in the person specification. This will determine whether you are invited for interview.

If you wish to apply for a full time post as a part time employee, please clearly state this on your application form under 'other relevant information'. Such requests will be considered sympathetically but if we are unable to accommodate your stated requirements, you will not be short listed for this position.

## Filling in the application form

To avoid mistakes and repetition we suggest you prepare and organise the presentation of your information before you complete the form. Address each point in the person specification and ensure your responses directly relate to it.

Avoid repeating your career history and use different examples of relevant skills and experience to demonstrate how you meet the different parts of the person specification. This includes skills learned outside the work environment. Enter information in a clear, concise and positive way about what you have done, using words such as 'I planned . . .' or 'I co-ordinated'.

## Applicants with disabilities

Applicants with a disability may request and return the application on tape, large print or as a word document. If you have a disability (as defined by the

Disability Discrimination Act) you will be invited for interview if you meet the essential criteria in the person specification.

If you are invited for interview we will try to meet any special requirements that you may have, but it is essential that you let us know as soon as possible to enable us to make the necessary arrangements to accommodate your needs.

## Requests for application packs and return of this form

If you have not been provided with an application pack for the vacancy in which you are interested, or you require further assistance, please call 020 7649 6007, quoting the appropriate job reference as shown in the advertisement and on our web site. Your call may be monitored for training and quality control purposes. Online applications are particularly welcome and avoid delays. Please visit our web site [www.hillingdon.gov.uk/jobs](http://www.hillingdon.gov.uk/jobs). This form should be returned to the address provided on the advertisement and on our jobs web site.

## Criminal record check

You are advised that applicants for jobs that involve contact with children or vulnerable adults, or jobs that involve cash handling or are otherwise regarded as positions of trust (eg. accountants and solicitors), will be required to undergo a criminal records disclosure check before appointment. If the job reference number ends with the letter 'R' a disclosure will always be required. Candidates are advised that a criminal record will not necessarily be a bar to obtaining a position with the council and each case will be considered on its merits.

## Recruitment monitoring form

Monitoring of equality information in the recruitment and selection process is vital to our policy development and ensuring equal opportunity in our processes and throughout our workforce. All applicants are required to complete the recruitment monitoring page.

# Recruitment monitoring

## Equal opportunities

Hillingdon Council is committed to providing equality of opportunity to all. It operates an equal opportunities policy, which seeks to ensure that unfair discrimination does not take place during its recruitment and selection process and in also managing its employees. To assist the council in monitoring the effectiveness of its policy with regards to recruitment and selection, would you please complete the following. Thank you for your assistance.

**This information is confidential and does not form part of your application. It is kept separate from your application form and is not taken into account when making any decisions about the appointment.**

First names:

Surname:

Job title:

Job ref. no. (where given):

Group:

Gender:

male:

female:

Date of birth:

Please highlight or ring the age grouping to which you belong:

16-24 | 25-34 | 35-44 | 45-54 | 55-64 | over 65

If you consider yourself to be disabled, please state nature of any disability:

To which of these ethnic groups do you belong? (This is not a question about your nationality or place of birth, but your ethnic origins). **Please circle only one.**

Asian/Asian British:

Indian | Pakistani | Bangladeshi | Other

White:

British | Irish | Other

European:

Albanian | Kosovan | Romanian | Other

Black or Black British:

Caribbean | African | Somalian | Other

Mixed heritage:

Black Caribbean & White | Black African & White | Asian & White | Other

Chinese/Chinese British:

Chinese | Other

Where did you see this job advertised?

Are you an internal or external candidate?



# Application form

Please complete this form in black ink

## Job details

Job title:

Job ref. no:

Closing date:

Group:

## Personal details

Title:

Forename(s):

Surname:

Home address:

Postcode:

Home telephone:

Daytime telephone  
(if it may be used):

Mobile telephone:

E-mail address:

National Insurance No:

Do you hold a current driving licence? Yes  No  Type of licence:

Do you have use of a car for business purposes? Yes  No

**People with disabilities please note:** People with disabilities are guaranteed an interview if they meet all of the essential requirements of the person specification. If you consider yourself to have a disability to be taken into account during the recruitment and selection process, please explain what assistance you would like to receive:

## Declaring an interest

Former employees of the London Borough of Hillingdon who have been made redundant are subject to restrictions on re-employment with the council. Have you been dismissed on the grounds of redundancy from any previous position held with this council? If yes, please give details of the post held and the date of redundancy:

Yes  No

Are you related to or do you have a personal relationship with an Elected Member of the council or an employee of the London Borough of Hillingdon? If yes, please state:

Yes  No

## Education and training

List all your formal educational qualifications and any relevant informal and job related training.

Secondary schools, colleges and universities:	From:	To:	Course(s) of study pursued, academic/vocational qualifications obtained ( <i>please state subjects and grades</i> ):

Please continue on a separate sheet if necessary.

## Employment (and other relevant) history

### Current or most recent employment:

Name and address  
of employer

From

To

Job title

Notice required and  
reason for leaving

Salary

Please give a brief account of the key aspects, main duties and responsibilities of your role within the organisation:

Please continue on a separate sheet if necessary.

## Sickness absence

How many days absence have you taken in the last two years?

Reasons for absence?

## Past employment

List all previous employers (from the past five years, if possible), starting with the most recent. Please explain any breaks in employment (subject to the provisions relating to disclosures under the Rehabilitation of Offenders Act 1974 and 1986).

Please provide full postal addresses as we may need to obtain references from your former employers. Failure to provide full information may delay your application.

Name of employer:

Manager's job title:

Department:

Address:

Postcode:

email:

From:

To:

Job title/grade  
or salary and brief  
outline of duties and  
responsibilities:

Reason for leaving:

Name of employer:

Manager's job title:

Department:

Address:

Postcode:

email:

From:

To:

Job title/grade  
or salary and brief  
outline of duties and  
responsibilities:

Reason for leaving:

Please continue on a separate sheet if necessary.

## Additional questions

### Personal statement

Please describe how you believe that you meet the requirements of this position as set out in the specification. All applicants are advised to read the person specification before completing this section.

**Applicants should note that the the information given in this section will be taken into account when compiling a short list for interviews.**

Please continue on a separate sheet if necessary.

### Other relevant information

Please provide any other information you feel is relevant to your application, i.e. career achievements, sports achievements, voluntary work, hobbies and interests, or any special needs and/or support required as a result of having a disability.

## References

Please provide the names of two referees (of which one must be your present or last employer). If you are unable to provide work references, a head teacher, a college or university lecturer, or other professional person is acceptable.

### 1st referee

Name:

Job title:

Name of organisation and full address:

email:

Capacity known to you:

### 2nd referee

Name:

Job title:

Name of organisation and full address:

email:

Capacity known to you:

Please indicate at which stage you wish requests for references to be made:

Immediately  If invited for interview  If selected for appointment

The council requires a reference from your present or last employer before an appointment can be made. References from former employers and educational institutions attended over the last five years may also be requested at the council's discretion. Please note that references will be taken in advance of an interview in respect of posts involving contact with children and vulnerable adults.

## Interview

Please give dates on which you will not be available for interview.

You should note that although we will try to arrange the interview date around your availability, this may not be possible, particularly if the date of the interview was contained in the advertisement.

## Declaration

I understand that canvassing an Elected Member of the council or its committees directly or indirectly will disqualify me. I hereby declare that, to the best of my knowledge, the information contained in this form is true and complete.

I understand that false or misleading information on this form will disqualify me from appointment and if appointed, may result in disciplinary action which could lead to my dismissal.

I acknowledge and agree that the London Borough of Hillingdon will use my personal data for the purposes of processing and assessing my application for employment. The information I have provided will be used in accordance with the Data Protection Act 1998. My name may be passed to Job Centre Plus for the purpose of establishing successful candidate referrals from that organisation. Furthermore, the information provided on this application form may be shared within the council and externally with other bodies administering public funds for the prevention and detection of fraud.

Signature:

Date: