

Date Received

Application Number



Confidential - Job Application Form

MERTHYR TYDFIL
County Borough Council
Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL

I wish all communication to be through the medium of Welsh

Yes

No

Post applied for

Reference Number

Closing Date

Personal Details

Title: Forename(s):

Surname:

Address:

Postcode:

NI Number:

Do you require a work permit:

Yes

No

Home Telephone Number:

Business Telephone Number:

Mobile Telephone Number:

E-mail work:

Next of kin:

Telephone Number:

Present Or Most Recent Employer

Name and Address:

Nature of Business:

Present Salary (with grade if possible):

Job Title:

Telephone Number:

Responsible to:

Date of Appointment:

Notice Required:

Pay Number (if employed by MTCBC):

Reason for Leaving (if applicable):

Briefly describe your present duties and responsibilities:

Previous Employment, commencing with your last, not present, employer

Date From	Date To	Employers Name & Address	Job Title	Salary	Reasons for Leaving

Please continue on a separate sheet

Please give reasons for any gaps in employment:

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I certify that the reasons for any gaps identified have been discussed with the applicant:

Signed: _____ Manager/Headteacher/Chair of Governors

Date: _____

Training, Vocational and Occupational qualifications relevant to the post (Professional Qualifications, GNVQ, NVQ and Non Qualification Courses)

Subject/Discipline/Course	Employers Name & Address	Year

Membership(s) of a Recognised Professional Body

Name of Professional Body	Grade of Membership	If by election ✓ below	If Exam state date

Professional Body Registration Number (e.g. Care Council, Education Workforce Council)

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Please give further particulars of above membership(s) together with brief details of any papers presented/published, details of Training Courses/Seminars attended.

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Please give any further particulars of any other experience or skills you consider relevant to the job you are applying for e.g. voluntary work, or are you currently studying for any qualifications.

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Your Qualifications - please indicate any qualifications you hold

School/Institution	Qualification	Grade	Date

Additional Information

Do you hold a full, valid and current driving licence? Yes No

Do you currently have any employment other than your main job?

Yes No Is Yes, please give details:

Do you identify as a disabled person? Yes No

As a disability symbol employer this information is needed so that all disabled applicants who meet the minimum criteria for this position are offered an interview.

Are you related to any elected councillors or senior officers of Merthyr Tydfil County Borough Council or to a governor of the school to which you are applying for a post? Failure to disclose this will disqualify you for the appointment or, if appointed, render you liable to dismissal without notice.

Yes No

If yes, please give details:

Further information in support of your application

Please explain how you would relate your education, training achievements and experience to the post for which you are applying. Your response should relate to the job description and person specification for this post (continue on additional sheets if necessary).

Referees

Please supply the names, addresses, telephone numbers and e-mail addresses of two referees, one of which must be your present or most recent employer. If you have not previously worked, please give the name of a responsible person who knows you well. Councillors and relatives must not act as referees.

Please note that references may be taken up prior to interview, therefore if you do not wish us to contact your referees please indicate here.

Yes No

We reserve the right to take up references with any previous employer.

Present or most recent employer

Name:

Business Name:

Address:

Relationship:

Telephone Number:

E-mail:

Other Referee

Name:

Business Name:

Address:

Relationship:

Telephone Number:

E-mail:

Where did you see the advert or hear about the job?

If on a website, please state which one(s).

Disclosure and Barring Checks

Criminal Record: If the post you are applying for has access to children or vulnerable adults (Regulated Activity) the post is classed as an exempt post under the Rehabilitation of Offenders Act 1974. You must therefore disclose any convictions, bind over orders, cautions or charges pending, whether current or spent. Failure to disclose this information is a criminal offence and could result in dismissal, disciplinary or rejection of your application.

‘Do you have any convictions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014) by SI 2013 1198’ http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

Yes No

If Yes, please provide details, including dates in a separate letter with your application form.

A criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the job and the circumstances and background of your offences.

Are you under any order, or awaiting a hearing by the CSSIW, the GTCW or any other professional body?

Yes No

Merthyr Tydfil County Borough Council is committed to protecting and safeguarding the most vulnerable people in our community. Rigorous pre-employment checks are undertaken for all appointments as part of our recruitment and selection process.

All employees are required to comply with their individual and organisation responsibilities under the Data Protection Act, the Information Security Policy and relevant supporting operational policies. Any matters of a confidential nature must not be disclosed or passed to any unauthorised persons or third party under any circumstance either during or after employment except in the proper course of your employment or as required by law, Merthyr Tydfil County Borough Council or both. Any breach of confidentiality may lead to disciplinary action.

Declaration

I declare that I have not canvassed any member of staff, Councillor or any School Governor of Merthyr Tydfil County Borough Council either directly or indirectly in connection with this application and will not do so. I understand that such canvassing will disqualify my application. I understand, and give my expressed consent that prior to a formal offer of employment being made by Merthyr Tydfil County Borough Council; suitable vetting checks of all systems available to the Council can be conducted. I declare that all statements I have provided in this application form are true to the best of my knowledge and belief and that no relevant information has been withheld. I further understand that providing false information could result in dismissal, disciplinary or rejection of my application.

Signed:

Date:

When complete, please return to Human Resources, Merthyr Tydfil County Borough Council, Civic Centre, Castle Street, Merthyr Tydfil, CF47 8AN.

Please note, that unless otherwise stated, the application form must be received by 5.00 p.m. on the specified closing date.