

Please read the guidance notes before you fill in this application form.

Office Use	Application reference	
	Date received	

Application for Employment

www.rotherham.gov.uk

1. Job details

Job applied for: _____ Job reference no: _____
 Service: _____ Closing date: _____
 Where did you find out about this job? (For example give the name of the newspaper, magazine, website etc.)

2. Personal details

Title/preferred form of address: Mr Mrs Miss Ms Other (please give details) _____
 Last name: _____ First name: _____
 Address: _____ Home phone: _____
 _____ Work phone: _____
 _____ Postcode: _____ Mobile phone: _____
 National Insurance no: E-mail address: _____

3. Education and qualifications - Please use extra sheets if you need to

Name of schools, colleges attended	Qualification		Length of study/course
	Subject	Grade	

Professional and technical organisations you are a member of (if this applies)

Organisation	Type of registration	Registration number	Renewal date

Other training Please use extra sheets if you need to

Course title	Length of course	Qualification (if appropriate)



4. Employment history

List **all** previous jobs (paid or unpaid). Start with your current or most recent job.

 Please use extra sheets if you need to.

Employer:	Main duties and responsibilities
Job title:	
Notice required:	
Salary/wage:	
From: To:	
Reason for leaving:	

Employer:	Main duties and responsibilities
Job title:	
From: To:	
Reason for leaving:	

Employer:	Main duties and responsibilities
Job title:	
From: To:	
Reason for leaving:	

5. References

If you have worked before or are currently working, one of your referees must be your present or last employer.

Referee 1

Name:
Job title:
Address:
Phone:
E-mail:
Type of reference <i>(please indicate)</i> Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>

Referee 2

Name:
Job title:
Address:
Phone:
E-mail:
Type of reference <i>(please indicate)</i> Employer <input type="checkbox"/> Personal <input type="checkbox"/> Academic <input type="checkbox"/>

7. Criminal convictions (please see the guidance notes)

Have you ever been convicted, cautioned or bound over, or are you waiting to hear about a criminal conviction which is not considered to be spent? **Yes** **No**

If 'yes', please give details below.

8. Eligibility to work in the UK

Do you require a work permit for this employment? **Yes** **No**

9. Further information

Do you have a current driving licence? **Yes** **No**

*Do you consider yourself to be disabled? **Yes** **No**

(*We need this information as all disabled applicants who meet the essential shortlisting requirements are guaranteed an interview)

10. Declaration

Are you related to any Councillor or senior employee of the Council? If you are applying for a job in a school, are you related to a governor or head teacher at that school? **Yes** **No**

If 'yes', please give details below.

Name: _____

Job title: _____ Relationship to you: _____

I agree to you storing and using the information I have given in this application form for recruitment purposes.

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements or withheld any relevant information, it may result in disciplinary action including dismissal.

The Council reserves the right to verify any of the data supplied in your application.

Your signature: _____ Date: _____

Please give any dates when you are not available for an interview within the next two months.

Please ensure you complete the equal opportunities monitoring form and return it with your application form.

