



**Doncaster
Council**

Application for Employment

CONFIDENTIAL - The information you provide on this form will be used for recruitment, selection and for employment contract purposes. This form should be used to apply for currently advertised vacancies only.

Please complete this application in black ink or by typing and submit it as stated in the job advertisement



POST APPLIED FOR (It is essential that candidates complete all details in this box)	Job Title:			
	Reference Number:		Closing Date:	

PART A – PERSONAL DETAILS

Last Name			
First Name(s)		Title	Dr/Miss/Mr/Mrs/Ms
Address (Address Line 1)			
(Address Line 2)			
(Address Line 3)			
Town / City			
Post Code			
National Insurance Number			
Contact Phone Number			
Email Address*			

* We would prefer to contact you by email throughout the recruitment process, please provide an email address where possible.

Are you currently employed by Doncaster Council (inc. Schools)? If so, please provide payroll number(s) in the additional information box on the next page.	YES ☐ NO ☐
Are you on Doncaster Council's redeployment register?	YES ☐ NO ☐
Have you ever been dismissed from a post with Doncaster Council (inc. schools)? If so, please provide details in the additional information box on the next page.	YES ☐ NO ☐
Are there any dates when you would not be available for interview? If so, please provide details in the additional information box on the next page.	YES ☐ NO ☐
Are you seeking a guaranteed interview under the disability symbol scheme?	YES ☐ NO ☐
Are you supported by a disability organisation? If so, please say which in the additional information box on the next page.	YES ☐ NO ☐
Are you entitled to work in the United Kingdom?	YES ☐ NO ☐

PART B – INFORMATION IN SUPPORT OF APPLICATION

Educational, Training & Vocational Qualifications - Please provide details (including dates) of qualifications achieved. Please include short courses, apprenticeships and any other training that supports your application and demonstrates your continuous professional development.

Date (dd/mm/yyyy)	Qualification/Training	Grade

Professional Memberships - Please provide details (including membership number and level).

Date (dd/mm/yyyy)	Membership (Institute/Awarding Body)	Membership No.	Level

Employment Record - Please provide details of your full employment history (current or most recent employment first).

Name & Address of Employer	Dates from / to (dd/mm/yyyy)	Job Title, Brief Description of Duties, Salary and Grade	Reason for Leaving

Employment Record - Continued			
Name & Address of Employer	Dates from / to (dd/mm/yyyy)	Job Title, Brief Description of Duties, Salary and Grade	Reason for Leaving
Please provide details of any breaks in employment.			

Additional Information in Support of your Application – Using the Job Description and Person Specification please explain how your knowledge, skills and experience relates to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/ community work, spare time activities, education and training. If necessary you may provide further required information on a separate sheet.

We advise applicants that the data held by Doncaster Council in respect of employment will be used for cross-system and cross-council comparison purposes for the prevention and detection of fraud.

I declare that the information that I have given in this application is accurate and true.

I understand that providing misleading or false information will disqualify me from the appointment and/or may result in dismissal.

Signed

Date

PART C - RECRUITMENT & EQUAL OPPORTUNITIES MONITORING

Please note - this page will be detached and is not part of the selection process
(See Candidate Information Pack for more details)

The information collected in this form is used for statistical monitoring purposes and will be recorded on a computer database. Access to this information will be security controlled.

Last Name:		First Name(s):	
Job Title:		Ref Number:	
Nationality (please state)			

Gender	
Female	☐
Male	☐
Trans-Gender	☐
Prefer not to say	☐

Sexual Orientation	
Bisexual	☐ (E404)
Gay Man	☐ (E403)
Gay Woman / Lesbian	☐ (E405)
Heterosexual	☐ (E402)
Prefer not to say	☐ (Refu)

Age Band	
16-24 years	☐
25-34 years	☐
35-49 years	☐
50-54 years	☐
55 and over years	☐
Prefer not to say	☐

Do you consider yourself to have a disability?	
Yes	☐
No	☐
Prefer not to say	☐

Where did you see the vacancy advertised?	
www.doncastercounciljobs.co.uk	☐
www.jobsgopublic.com	☐
Doncaster Council Intranet	☐
Other Website	☐
Doncaster Free Press	☐
Yorkshire Post	☐
National Newspaper	☐
Professional Magazine	☐
Jobcentre Plus	☐
Doncaster Council Jobshop	☐
Library / Customer Service Centre	☐
Council Vacancy Bulletin	☐
Other	☐

Ethnic Origin	
White	
• British	☐ (E114)
• Irish	☐ (E115)
• White Other	☐ (E116)
Asian or Asian British	
• Bangladeshi	☐ (E101)
• Indian	☐ (E102)
• Pakistani	☐ (E104)
• Any Other Asian	☐ (E103)
Black and Black British	
• African	☐ (E105)
• Caribbean	☐ (E106)
• Any Other Black	☐ (E107)
Mixed	
• White & Asian	☐ (E110)
• White & Black African	☐ (E111)
• White & Black Caribbean	☐ (E112)
• Any Other Mixed	☐ (E109)
Other	
• Chinese	☐ (E108)
• Any Other	☐ (E113)
• Prefer not to say	☐ (Refu)

Religion / Belief	
Buddhist	☐ (E301)
Christian	☐ (E302)
Hindu	☐ (E303)
Jewish	☐ (E304)
Muslim	☐ (E305)
Sikh	☐ (E306)
Other	☐ (E307)
None	☐ (E308)
Prefer not to say	☐ (Refu)

