

Wrexham County Borough Council

Application for Employment



Vacancy Details

Job title	<input type="text"/>
Ref no	<input type="text"/>
Department	<input type="text"/>
Closing date	<input type="text"/>

Personal Details

Title	<input type="text"/>	Last name	<input type="text"/>
First name(s)	<input type="text"/>		
Any other names by which you have been known			
<input type="text"/>			
Date of birth	<input type="text"/>		
Address	<input type="text"/>		
Post code	<input type="text"/>		
Preferred contact number	<input type="text"/>		
Email	<input type="text"/>		

Are you a welsh speaker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid driving licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Only complete the following questions if the Job Description and Person Specification includes driving as a requirement.

Type of licence (e.g. Full, Provisional, HGV)	<input type="text"/>
Do you have any endorsements or penalty points?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details	<input type="text"/>

The Immigration Asylum and Nationality Act requires employers to check that potential employees/existing employees are legally entitled to work and live in the United Kingdom.

Do you need permission to work in the UK? ☐ Yes ☐ No

Please provide your National Insurance No

Details of Current Employment (or last employment if unemployed)

Name of employer

Address

Position held

Salary

Grade (if applicable)

Date appointed

Notice required

Date left (if applicable)

Brief description of main duties and responsibilities

Full name while in this position

Reason for seeking alternative employment (or reason left)

Previous Employment (most recent first)

References may be sought from any or all of your previous employers.

A) Name of employer

Address

Telephone

Post held

Salary / Grade at time of leaving

Service - from

Service - to

Full name while in this position

Brief description
of main duties and
responsibilities

Reason for leaving

B) Name of employer

Address

Telephone

Post held

Salary / Grade at time of leaving

Service - from

Service - to

Full name while in this position

Brief description
of main duties and
responsibilities

Reason for leaving

Previous Employment (Continued)

C) Name of employer

Address

Telephone

Post held

Salary / Grade at time of leaving

Service - from

Service - to

Full name while in this position

Brief description
of main duties and
responsibilities

Reason for leaving

D) Name of employer

Address

Telephone

Post held

Salary / Grade at time of leaving

Service - from

Service - to

Full name while in this position

Brief description
of main duties and
responsibilities

Reason for leaving

Previous Employment (Continued)

E) Name of employer	<input type="text"/>		
Address	<input type="text"/>		
Telephone	<input type="text"/>		
Post held	<input type="text"/>		
Salary / Grade at time of leaving	<input type="text"/>		
Service - from	<input type="text"/>	Service - to	<input type="text"/>
Full name while in this position	<input type="text"/>		
Brief description of main duties and responsibilities	<input type="text"/>		
Reason for leaving	<input type="text"/>		

Breaks in Employment (most recent first)

Please give reasons for any breaks in employment since leaving school, including any voluntary work, periods of unemployment etc.

Date from	<input type="text"/>	Date to	<input type="text"/>
Reason	<input type="text"/>		
<hr/>			
Date from	<input type="text"/>	Date to	<input type="text"/>
Reason	<input type="text"/>		
<hr/>			
Date from	<input type="text"/>	Date to	<input type="text"/>
Reason	<input type="text"/>		
<hr/>			
Date from	<input type="text"/>	Date to	<input type="text"/>
Reason	<input type="text"/>		

Academic/Vocational Qualifications* (most recent first)

Educational establishment	<input type="text"/>		
Date from	<input type="text"/>	Date to	<input type="text"/>
Subject	<input type="text"/>		
Qualification grade/level	<input type="text"/>	Date achieved	<input type="text"/>

Educational establishment	<input type="text"/>		
Date from	<input type="text"/>	Date to	<input type="text"/>
Subject	<input type="text"/>		
Qualification grade/level	<input type="text"/>	Date achieved	<input type="text"/>

Educational establishment	<input type="text"/>		
Date from	<input type="text"/>	Date to	<input type="text"/>
Subject	<input type="text"/>		
Qualification grade/level	<input type="text"/>	Date achieved	<input type="text"/>

Membership of Professional/Regulatory Bodies*

e.g. Social Care Wales / Education Workforce Council

Full name of professional/regulatory body

Membership status/level

Registration/Membership number

Date Registered

Full name of professional/regulatory body

Membership status/level

Registration/Membership number

Date Registered

* You will be required to provide evidence of any relevant training and/or qualifications/ membership of professional/regulatory bodies essential for the post you are applying for.

Relevant Training and Present Studies* Please list below any relevant job related training you have undertaken or are undertaking at present.

Course title

Date from Date to

Organising body

Qualification (if applicable)

Date achieved (if applicable)

Course title

Date from Date to

Organising body

Qualification (if applicable)

Date achieved (if applicable)

Course title

Date from Date to

Organising body

Qualification (if applicable)

Date achieved (if applicable)

Course title

Date from Date to

Organising body

Qualification (if applicable)

Date achieved (if applicable)

Course title

Date from Date to

Organising body

Qualification (if applicable)

Date achieved (if applicable)

*** You will be required to provide evidence of any relevant training and/or qualifications/ membership of professional/regulatory bodies essential for the post you are applying for.**

Experience

Please provide supporting evidence outlining your skills and experience detailing how they meet the post requirements in no more than 2000 words.

Please refer to the job description and person specification as your guide.

NOTE: a Curriculum Vitae (CV) is not acceptable.

Criminal Records and Employment

The Rehabilitation of Offenders Act 1974 makes it illegal for employers to discriminate against ex-offenders if they take into account a conviction or caution that would not have been disclosed under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account when making employment decisions.

Where a Standard or Enhanced certificate can legally be requested, this is where the position is one that is listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; you must not withhold information that would be disclosed on your DBS certificate.

Where the job you are applying for requires a standard or enhanced disclosure, this will be highlighted in your job advertisement. You will be required to provide further details and any offer of employment will be subject to a Disclosure from the Disclosure and Barring Services. Please view the [DBS website \(www.gov.uk/dbs\)](http://www.gov.uk/dbs) for further information.

Do you have any unspent convictions, cautions
reprimands or warnings?

☐

Yes

☐

No

If yes, please
give details

Do you have any convictions, cautions, reprimands or
final warnings that are not 'protected' as defined by
the Rehabilitation of Offenders Acts 1974 (Exceptions)
Order 1975 (as amended in 2013)?

☐

Yes

☐

No

If yes, please
give details

If you fail to give us relevant information or give false information, this may result in an offer of employment being withdrawn, or if you are appointed, disciplinary action and dismissal.

Your suitability for appointment will be considered on the basis of all information and any criminal convictions, cautions, reprimands and final warnings will not necessarily be a bar to obtaining employment.

DBS Checks

If the post you are applying for is subject to a DBS check you are required to pay for the DBS check (plus any costs associated with the use of an external validation service if required to verify your identity e.g. if you have previously worked/lived overseas, do not have an original birth certificate, valid passport or driver's license).

Payment will be required in advance of DBS application being verified for your first check and for any future renewals as required by the Council's Safe Recruitment Policy/ applicable to the post applied for.

Relationship to Elected Members or Employees of the Council

In order to ensure that all persons involved in appointments are objective, we need to know if you are related to or have a close personal relationship, e.g. share a home with an Elected Member or employee of the Council.

Please Note: If you contact any Member/Officer of the Council with a view to gaining their support for your appointment, this will automatically disqualify you.

Relationship to you

Full name

Position held

References

Please give the names and addresses of two people to whom references can be made in support of your application (not relatives), at least one should be your present employer, or last employer, if not currently working.

Confirmation of an 'offer of employment' is subject to satisfactory references.

We reserve the right to contact any previous employers (or all for some registered posts) provided on the application

Reference 1

Name	<input type="text"/>
Job title	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/>
Post code	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Relationship to you. (e.g. Manager, friend)	<input type="text"/>
Take up reference prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reference 2

Name	<input type="text"/>
Job title	<input type="text"/>
Organisation	<input type="text"/>
Address	<input type="text"/>
Post code	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>
Relationship to you (e.g. Manager, friend)	<input type="text"/>
Take up reference prior to interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Availability

Please detail any dates over the next four weeks when you will be unavailable for interview

From

To

From

To

Your Data - Data Protection and Privacy Notice

The information you have given in this application form is covered by the rules and regulations of the Data Protection legislation.

The Council's Human Resources and Organisation Development (HR&OD) privacy notice explains why we collect, store and retain your data, and any third parties it may be shared with, and it can be found at: [HR&OD Privacy Notice](#).

The information which you have provided will be used for the recruitment process for the role which you have applied.

Once this process has been completed your information, whether on paper or electronically stored, will be retained for up to 6 months and then disposed of safely.

If you are appointed the information you have shared, when applying for the role, will form the basis of your employment file. This will be used for workforce information and retained in accordance with our records retention policy and privacy notice.

I declare that, to the best of my knowledge, the information I have given on this application form is correct.

I understand that my application may be rejected, (or if in employment I may be dismissed without notice), for withholding relevant details or giving false information.

Signed

Date

Applications submitted in Welsh will not be treated less favourably than an application submitted in English. Translation services from Welsh to English is available for the shortlisting and interview and assessment processes. Translation services are also available for preparing letters and contractual documentation.

If shortlisted for an interview/assessment, please state if you wish to use the Welsh Language.

☐

Yes

☐

No

Please state your language preference for any documentation that you receive e.g. contract

☐

Welsh

☐

English

Interview Guarantee Scheme

Wrexham County Borough Council guarantees to interview anyone with a disability whose application meets the essential criteria for a post.

By essential criteria we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence, as well as meeting any of the qualifications, skills or experience defined as essential in the person specification.

Do you wish to take advantage of our Interview Guarantee Scheme?

☐

Yes

☐

No

What special arrangements would you require to make the interview more accessible to you?

A guaranteed interview will be offered to veterans, provided the following criteria are met:

The Armed Forces is your last long term employer.

No more than 3 years has elapsed since you left the Armed Forces.

The Veteran meets the essential criteria for the advertised role.

This scheme does not guarantee a role for veterans, as the Council normal selection procedures will be followed. Any appointment is based on merit and on criteria based on the job description and person specification.

Do you wish to take advantage of the Veteran Guaranteed Interview Scheme?

☐

Yes

☐

No

Guidance Notes

DBS Checks

The job pack will highlight whether the job for which you are applying will be subject to a standard or enhanced DBS check.

Having a DBS check disclosure which details any criminal conviction, cautions, reprimands or previous employment sanctions does not automatically bar you from employment. Suitability for employment will be based on the selection process and take into account all the pre-employment checks made, including any disclosure information. This will then be assessed in terms of the role being offered and within DBS guidelines.

Veteran Guaranteed Interview Scheme:

The Council supports the Armed Forces Covenant Commitments and provides a guaranteed interview scheme for Armed Forces Veterans.

This scheme aims to:

Assist you if you are a veteran to overcome barriers to finding civilian employment

Enable veteran's re-employment prospects by giving the chance to improve the transition and resettlement into civilian life

Complement the re-employment support provided by the Ministry of Defence to veterans leaving the armed forces

Contribute to the Council's economic and later life priorities, specifically in relation to developing an appropriately skilled workforce, and ensuring financial security and independence in later life

Benefit from the transferable skills and qualities veterans can offer.

Please return completed Application Form along with your
Equality Monitoring Form to the address/email in the advert

Wrexham County Borough Council,
Human Resources Service Centre,
Guildhall,
Wrexham,
LL11 1AY

HRServiceCentre@wrexham.gov.uk