Application for employment

Please complete in full all sections of this application form using black ink. Alternatively, you can apply on line by visiting www.rbkc.gov.uk/jobs.

If you have difficulty reading this form and would like help, please call us on 020 7361 3011. We will be happy to help.

THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Guidance notes

When you apply...

… we are sure you will realise our need, as a respected and responsible local authority, to make sure we employ people with high standards of integrity.

Your written application is our only basis for shortlisting for interview, so it is important that you complete it in a way that does you full justice. You should answer all the questions and give us your full employment history. Tell us everything you think we need to know to assess you properly for the job.

The following suggestions will help you to do this.

- The **skills and competence** page of the application form refers to the main responsibilities in your current and previous jobs. You should also describe any skills you have gained that are relevant to the job for which you will be applying. If you are a school or college leaver who has little work experience, do tell us about your school or college courses – we're interested.

- A **person specification** is included with your application form. It will tell you more about the skills and qualities we seek. To complete your application effectively, you should say how you meet the person specification, using examples from previous jobs or courses. Telling us about your abilities will help us make a better decision when selecting candidates for interview.

- Please ensure your application form is clearly legible and written in black ink. This helps us if we need to photocopy it.

Regrettably, there are rare occasions where people give us false information, to try to secure employment. As a result, we thoroughly check the information provided by applicants through references, asking to see evidence of qualifications, making Criminal Record Bureau checks for certain jobs, and so on. When information provided throws up questions or concerns that remain unresolved, we will not proceed with an application and we may contact the police if we suspect fraud. For this reason, we strongly advise against providing false information when applying. Equally, we would ask for your patience and understanding during the application process.

Please do not write to or contact any Kensington and Chelsea Councillor about your job application. Seeking the support of any Councillor directly, or indirectly, for employment with the Council or any appointment in the Council is strictly prohibited, and would disqualify an applicant.

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Job applied for:

Reference No:

Please state where you saw this job advertised:

Closing date:

Personal details

Title/preferred form of address (e.g. Ms, Mr, Dr, etc.) _____

Surname: _____

First names: _____

Address: _____

_____

_____ Postcode: _____

Home telephone: _____

Work telephone: _____

Mobile telephone: _____

Email: _____

Please quote your National Insurance No. | | | | | | | | | |

Education and training

Schools, colleges etc attended since age 13 years	Dates month/year	Qualifications		Dates
		Subject	Grades	

You may be required to provide evidence of qualifications if asked to interview

Please specify any relevant training you have received or courses attended (give dates)

Are you a member of any professional organisation? Give status and dates

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Employment history (please continue on a separate sheet if necessary)

Employer's name and address (current or most recent job first)	Job title	Dates – month and year		Reason for leaving
		From	To	

Please state your current or most recent salary **£**

Breaks in employment

Please indicate nature/reason(s) for any breaks in employment including relevant dates

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References

Please provide at least two referees covering at least, the past three years. Referees should not be friends, relatives or immediate colleagues. If this is your first appointment, one reference should be from your headteacher, lecturer or similar. Referees will be contacted before an offer of employment is confirmed. Please continue on a separate sheet if necessary.

Current/most recent employer

Name _____

Job title of referee _____

Business address _____

_____

_____

Email _____

Business tel. no. _____

Dates of employment (from/to)

_____

In what capacity do you know this person?

_____

May we approach them at this stage?

Yes ☐ No ☐

Second referee

Name _____

Job title of referee _____

Business address _____

_____

_____

Email _____

Business tel. no. _____

Dates of employment (from/to)

_____

In what capacity do you know this person?

_____

May we approach them at this stage?

Yes ☐ No ☐

Skills and competence

This section provides an opportunity to describe your skills and competence that are relevant to the position for which you are applying. You should refer to the job description and person specification, ensuring that you highlight any information that demonstrates your suitability for the position. Think carerfully about how you meet the job requirements, considering your achievements and skills gained in paid and/or voluntary employment, outside interests and any other relevant activities. This information is an important part of the selection process and should be completed by both internal and external applicants. **Please ensure that you limit your supporting statement to the equivalent of three A4 pages.**

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Skills and competence continued

Continue on a separate sheet if necessary

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Further information

What period of notice is required by your present employer?_____

_____

_____

Do you consider yourself disabled? YES ☐ NO ☐

This information is needed so all applicants who have a disability and meet the essential criteria for this position are offered an interview.

Are you related to, or have a close relationship with, any officer or elected member of this Council? Eg, Partner, spouse, other relative? YES ☐ NO ☐

If so, please state the name and nature of this relationship _____

_____

_____

_____

Eligibility to work

Are there any restrictions affecting your ability to take up employment in the UK? YES ☐ NO ☐

If yes, please give details: _____

_____

_____

_____

_____

You will need to provide the relevant documentation to confirm your eligibility work in the UK at interview.

Declaration

The information I have provided on this application form is, to the best of my knowledge, correct. I understand that deliberately falsifying or withholding information may result in my dismissal if appointed.

I understand that the Council has to protect the money it deals with and may use the information I have given to prevent and detect fraud.

Signed:_____ Date:_____

Monitoring employment

Recruitment monitoring

The Council has a legal duty to promote equality. This duty applies to everything the Council does both as an employer and as a provider of services. In order to help us do this, please answer the following questions and complete the declaration at the bottom of the page.

Please **mark the box with an X, against the group** in the following list that best applies to you.

White

1. British ☐
2. Irish ☐
3. Other European ☐
4. Any other white background ☐

Mixed

1. White and Black Caribbean ☐
2. White and Black African ☐
3. White and Asian ☐
4. Any other mixed background ☐

Black or black British

1. Caribbean ☐
2. African ☐
3. Any other black background ☐

Asian or Asian British

1. African Indian ☐
2. Indian ☐
3. Pakistani ☐
4. Bangladeshi ☐
5. Any other Asian background ☐

Any other group

1. Moroccan Arab ☐
2. Other Arab ☐
3. Chinese ☐
4. Filipino ☐
5. Somalian ☐
6. Any other ethnic background ☐

Date of birth: _____

Please indicate your sex. Male ☐ Female ☐

Do you consider yourself disabled? Yes ☐ No ☐

I give my consent for the Council to process the above personal information, in accordance with the Data Protection Act. This information will not be seen by the people who are recruiting to the job.

Name (please print in block capitals) _____

Signed _____ **Date** _____