



job application form

Birmingham City Council is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a). It is important that you refer to the [Guidance Notes](#) before completing this form. Electronic versions of this form are available at www.birmingham.gov.uk/jobs

This form is also available in large print, Braille or on audio tape on request.

FOR OFFICE USE

Job ref no:
Date sent out:
Date returned:
Application no:
Closing Date:

1. Vacancy Details This section must be completed

Job title: _____ Directorate: _____ Service Area: _____

2. Personal Details

First name(s): _____ Last name: _____ Title: e.g. (Mr,Mrs,Ms): _____

Former name(s): _____ Date of Birth: / /

Address: _____

Postcode: _____

Daytime tel no: _____ Evening tel no: _____

Mobile tel no: _____ Email: _____

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter: Yes No

National Insurance Number, if you have one

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Do you have the Right to Work in the UK? Yes No

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job): Yes No

If YES, type of licence _____

3. General Information

a) Are you related to a Councillor or employee of Birmingham City Council? Yes No

If yes, please provide details:

Name: _____

Position: _____

Relationship: _____

Directorate: _____

4. Arrangements for interview

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes No

If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc).

b) Do you wish to job share the job you are applying for? Yes No

5. Education/Qualifications (including overseas) Please start with secondary education.

To		From		Secondary School/ College/University etc	Examinations taken or to be taken	Results & grades	Date gained
nth	yr	nth	yr				

6. Training Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length

Please continue on a separate sheet if necessary.

7. Membership Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

8. Past Employment & Experience (if any) include voluntary or other relevant experience.

To		From		Employer	Job Title	Reason for change
nth	yr	nth	yr			

Please continue on a separate sheet if necessary.

9. Present or Most Recent Employment (if any)

Job title:

Employer:

Salary:

Date Started:

Date left (if applicable):

Address:

Postcode:

Reason(s) for leaving (if applicable):

10. Ill Health Retirement/Dismissal

Have you ever taken ill health retirement from Birmingham City Council or been dismissed for some other reason?

Yes No

If yes, please give the date and department/directorate:

11. References Please give details of two referees one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references.

Please put a cross in the appropriate box(es) below if you do not wish us to take up a reference without your consent.

Name:

Address:

Postcode:

Tel no:

Email:

Job title:

Relationship to you:

If this referee knows you by another name please give that name:

Name:

Address:

Postcode:

Tel no:

Email:

Job title:

Relationship to you:

If this referee knows you by another name please give that name:

Please note some jobs may require a Criminal Records Bureau check, further information regarding this will be contained in the application pack, if applicable.

12. Other information in Support of your Application

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification. **Please continue opposite.** You may also continue on a separate sheet(s) if you wish. You should ensure that any additional sheets are attached securely and include your name and job reference number / job title.

It is important that you refer to the 'Guidance Notes' when completing this section.

12. Other information in Support of your Application

Continued....

13. Data Protection Act 1998 - Consent and Certification of Details

The information detailed in this application form may be used by Birmingham City Council in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Survey and research organisations (for monitoring purposes only).
- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I, (print name): _____

Consent to Birmingham City Council recording and processing the information detailed in this application form. I understand that this information may be used by the City Council in pursuance of its business purposes and my consent is conditional upon the City Council complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

Signature: _____

Date: _____

If you are making your application in Braille or on audio tape you must declare that you have read and understood this section and that the information you have given is true and correct at the time of completion. You may also be required to sign a declaration to this effect at a later date.

**Return Address
Yenton Primary School
Chester Road
Erdington
Birmingham
B24 0ED**

www.birmingham.gov.uk/jobs Application forms not fully completed may be refused.

Recruitment Monitoring

Name:

Job title:

Job ref no:

To help us monitor our Equal Opportunities in Employment Policy please tick or complete the following boxes as appropriate:

Ethnic Origin

Choose one section from (A) to (E) then tick the appropriate box to indicate your cultural background. These are based on the 2001 Census with additional categories included.

A White

British Albanian/Kosovan Roma
Irish Bosnian

Any other White background please write in below:

B Mixed

White and Black - Caribbean
 White and Asian
 White and Black - African
 Asian and Black

Any other Mixed background please write in below:

C Asian or Asian British

Indian Kashmiri Pakistani Bangladeshi

Any other Asian background please write in below:

D Black or Black British

Caribbean African

Any other Black background please write in below:

E Chinese or other ethnic group

Chinese Arab Afghan
 Kurdish Vietnamese

Any other please write in below:

Gender

I am: Female Male

Date of Birth:

Age:

Disability

The Disability Discrimination Act 1995 defines a person as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Do you have a disability as defined above? Yes No

If all of the above does not apply to you, however, you consider yourself to have a disability, please tick here.

Employment Status

Are you currently employed by Birmingham City Council?
Yes No

If yes, please state if you are employed on a temporary, casual or permanent basis:

Are you currently unemployed? Yes No

What is your sexual orientation?

Bisexual
 Gay Man
 Lesbian or Gay
 Heterosexual / Straight
 Other
 Not Disclosed

Religion

Christian - Catholic
 Buddhist
 Hindu
 Jewish
 Muslim
 Sikh
 No religion
 Other - please specify: _____



Job Advertisement

How did you first find out about this job? Please specify the source or publication.

- Jobs4U jobs bulletin
- Birmingham City Council Website
- Jobsgopublic Website
- Website, other (please specify), _____
- Professional Journal (please specify), _____
- Birmingham Evening Mail
- Other Newspaper (please specify), _____
- Radio (please specify), _____
- Word of Mouth
- Careers/open day (please specify), _____
- Jobcentre Plus
- Search Consultant
- Other (please specify), _____