



# Westminster City Council Application Form

Thank you for your interest in working for Westminster City Council.

The information given will be treated as confidential.

Please complete the form in **black ink**.

Please post your completed application form to:

Position applied for:

Position reference number:

Where did you see the vacancy advertised?

Closing Date:

## Section 1: Personal details

Surname:

Forenames:

Preferred title (eg Mr, Mrs, Miss, Ms):

Home address:

(internal candidates should give their work address only)

Do you require a work permit?  Yes  No

If yes, when does your permit expire?

Home telephone:

Mobile:

Home email:

Work telephone:

Work email:

Please specify any dates you are not available for an interview:

May we contact you at work?  Yes  No

National Insurance Number:

## Section 2: References

**Reference 1:** (from present or most recent employer)

Name of referee:

Position:

Name and address of organisation:

Work email:

Telephone:

If you are called for interview, may we contact your referee?  Yes  No

**Reference 2:** (preferably another employer)

Name of referee:

Position:

Name and address of organisation:

Work email:

Telephone:

If you are called for interview, may we contact your referee?  Yes  No

**All Candidates** – Please complete details for both referees, who should not be related to you. If school/college leaver, please give name and address of head teacher/tutor and also manager of most recent work experience placement – if applicable.

*Please note – we reserve the right to contact any previous employer(s) you have listed for reference purposes where relevant.*

**Internal Candidates** – Please note your Line Manager must be one of your referees.

### Section 3: Employment details

Please record all previous employment below, starting with your present or most recent employer.

1. Name and address of current or most recent employer:

Position held and salary:



To which position do you report?

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Who reports to you (if applicable)? Please include number of positions and position titles:


Key duties and responsibilities (in bullet points):

Date appointed:


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Date left or notice required:


Reason for leaving (if applicable):


**All previous employment** (including voluntary or community work if relevant)

2. Name and address of employer:

Position held and salary:



Main duties and responsibilities (in bullet points):

Date appointed:


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Date left or notice required:


Reason for leaving (if applicable):


3. Name and address of employer:

Position held and salary:



Main duties and responsibilities (in bullet points):

Date appointed:


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Date left or notice required:


Reason for leaving (if applicable):


Please continue employment history on a separate sheet if necessary.

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## Section 4: Additional Information

Westminster City Council wishes to encourage disabled people to apply for jobs – all information will be treated in confidence. The council operates a guaranteed interview scheme for disabled people who demonstrate on their job application form that they meet the specified selection criteria for the job.

**(Indicate by marking an 'x' in the appropriate box).**

1. Do you have a disability as outlined in the Disability Discrimination Act 1995 and 2005? (See Equal Opportunities Monitoring section for detailed definition)  Yes  No
2. In relation to any disability, do you have any particular requirements in order to attend an interview? If **yes**, please give details on a separate sheet.  Yes  No
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## Section 5: Education, qualifications and membership of professional associations

Please give details of your education and qualifications obtained. This includes any qualifications which you are studying for now. Primary school details are not required. You may be required to prove you have obtained these qualifications.

Name of School	Qualification/grade achieved

College/University	Qualification/grade achieved

Professional Association/qualification	Qualification/grade achieved

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## Section 6: Relevant skills and competencies

Please review the person specification found within the job description. Record below details of any relevant skills, experience, training or qualifications which make you particularly suited for this position.

If the person specification contains competencies, please provide a brief example of how you have demonstrated **each competency** in the past. Use the behavioural indicators listed under each competency heading as a guide in preparing your response. **Please note** that you are not required to provide a separate response for each behavioural indicator.

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**Please continue on a separate sheet if necessary and attach to application form.**

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## Section 7: Criminal records disclosure

1. To be completed by all applicants. I confirm that I have...

No **unspent** convictions, cautions, reprimands, final warnings or pending charges

One or more **unspent** convictions, cautions, reprimands, final warnings or pending charges  
Please follow the instructions in section 7 (3).

2. **To be completed only** when applying for posts that are **exempt from the provisions of the Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975 (as amended). All applicants applying for the above posts cannot consider any convictions as “spent” for the purposes of this application (**for clarification review the recruitment pack**). I confirm that I have...

No **spent** convictions, cautions, reprimands or final warnings

One or more **spent** convictions, cautions, reprimands or final warnings  
Please follow the instructions in section 7 (3).

*Please note. Any offer of appointment to the above post(s) will be subject to a satisfactory disclosure from the Criminal Records Bureau.*

3. If you have answered **yes** to either of the questions above, please follow the instructions below:

- On a separate sheet of paper record brief details of the offence(s)
- Record the date and place of judgement and sentence(s) given
- Place the sheet of paper into a sealed envelope and attach to your application form.

**The council has a positive policy on the recruitment of ex-offenders, and will not unnecessarily discriminate against those who disclose a criminal record unless it is considered that this makes you unsuitable for employment. In making this decision the council will consider the nature and relevance of the offence, how old you were when it was committed and any other factors which may be relevant.**

*This information will be treated in strictest confidence and only those directly involved in the recruitment process will have access to the information provided.*

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## Section 8: Prevention and detection of fraud

The council is committed to the highest ethical standards and expects its employees to act with integrity, to be honest and trustworthy and to comply with all laws and regulations which apply to council business.

The council collects information for a variety of local authority purposes including Housing Benefit. The information collected about you may be used for any local authority purpose.

Information on you provided by you or by a third party may be checked with other information held by the council. This information may also be used by the council or supplied to other bodies to prevent or detect crime or protect public funds. Use of information about you and disclosures to anyone outside the council will only be carried out where law permits.

If you have any queries about information held about you, all of which is held under the provisions of the Data Protection Act 1998, please contact the Director of Finance at Westminster City Hall, Victoria Street, London SW1E 6QP.

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## Section 9: Relatives/other interests

Are you related to any councillor or senior officer of the council?

Yes  No

If **yes**, please give details on a separate sheet.

*Warning – canvassing of or failing to disclose a relationship to a councillor, may disqualify you.*

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## Section 10: Applicant's declaration

I declare that the information that I have provided is true and accurate and in particular that I have not omitted any material facts which may have a bearing on my application. I understand that any subsequent contract of employment with the council will be made on the basis of the information I have provided. I understand that a false declaration which results in my appointment to the council's service will render me liable to dismissal without notice. I give explicit consent that the information which I give on this form may be processed in accordance with the council's registration under the Data Protection Act 1998.

Signed

Date



The council is committed to Equality in Employment and aims to employ a workforce which reflects the diverse community we serve. The policy of the council is to appoint the best candidates for any position irrespective of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin, religion or belief.

Without accurate data on the composition of our work force and on the job applicants we are unable to monitor the effectiveness of our policies and procedures. **It is important that you complete this form and return it with your application form. The information that you provide is completely confidential and will be separated from your application prior to the short-listing stage of the recruitment process.**

## Personal details

Position reference number:  Date of birth:

Last name:  Sex:  Male

Forenames:   Female

## Ethnic groups

To which of these groups do you consider you belong? This information will be used for statistical purposes only and will not be reproduced in a way that enables individuals to be identified.

Please mark each applicable box with an 'x' (or write in the box if appropriate)

### a. White

- British  
 Irish

Any other White background (please write below)

### b. Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi

Any other Asian background (please write below)

### c. Mixed

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

Any other Mixed background (please write below)

### d. Black or Black British

- Caribbean  
 African

Any other Black background (please write below)

### e. Chinese

### f. Other ethnic group (please write below)

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## Disability

The council operates an interview guarantee scheme for applicants who declare they have a 'disability' (as defined by the Disability Discrimination Act 1995 and 2005). Any 'disabled' applicant who meets the criteria for the position will be offered an interview. To enable the scheme to operate, managers compiling shortlists **will** be informed when a candidate has a 'disability'.

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### Definition of disability

The definition of disability, as outlined in the Disability Discrimination Acts 1995 and 2005 is as follows:

"A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities".

To be protected under the Acts,

- An individual must have, or have had, an impairment which can be physical or mental
- It must have adverse effects which are substantial, that is something more than minor or trivial
- It needs to be long term, i.e. the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

### And

- It must affect day to day activities at work on a regular basis

The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:-

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of the risk of physical danger

Some examples now covered by the DDA Acts include: mental illness or mental health problems, learning disabilities, diabetes, epilepsy, cancer, HIV and MS.

**Before marking the appropriate box with an 'x' below**, please ensure you have read the definition of disability above.

**I do** consider myself to have a disability as defined by the DDA (as detailed above).

**I do not** consider myself to have a disability as defined by the DDA (as detailed above).

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### Data Protection Act

The council will process all data in compliance with the provisions of the Data Protection Act 1998. Please sign below to give your explicit consent that the information which you give on this form may be processed in accordance with the council's registration under the Data Protection Act 1998

Signed

Date