

London Borough of Waltham Forest
Application for Employment
Confidential



Please email your application to recruit@walthamforest.gov.uk or post to: Shared Service Centre, Laurel House, Waltham Forest Town Hall Complex, Forest Road, London, E17 4JF.

<i>POST DETAILS</i>			
Post Title		Directorate	
Grade	Advert Reference No. JGP		Closing Date
<i>PERSONAL DETAILS</i>			
Surname/Family name		First Name(s)	
Preferred Title (Mr/Mrs/Miss/Ms)	Are you required to hold a Work Permit YES <input type="checkbox"/> NO <input type="checkbox"/>	National Ins No	
Permanent Private Address			
		Postcode	
Telephone (Day)		Telephone (Evening)	
Mobile		E-Mail	
Do you speak any of the following languages? - if so which? Turkish <input type="checkbox"/> Albanian <input type="checkbox"/> Urdu <input type="checkbox"/> Somali <input type="checkbox"/> French <input type="checkbox"/> Punjabi <input type="checkbox"/> Gujarati <input type="checkbox"/> Bengali <input type="checkbox"/>			
<i>PRESENT EMPLOYMENT</i>			
Name and address of employer			
Postcode		Telephone	
Job Title			
Start Date		Leaving Date/Notice Required	
Salary		Grade	
<i>BRIEF DESCRIPTION OF DUTIES</i>			
Reason for leaving (if no longer employed)			

Any other relevant qualifications or training

Including membership and status of any relevant professional or technical association.

GENERAL EXPERIENCE AND FURTHER INFORMATION

Please use this section to tell us how you feel you meet the requirements of the Person Specification.

Please ensure that you have read the job description and specification and give us as much information as necessary to demonstrate the skills, experience and knowledge you have gained.

ADDITIONAL INFORMATIONAre you applying on a job share basis? YES NO If yes are you applying with a job share partner? YES NO If the job requires a driving licence: Have you a clean/full driving licence? YES NO

Type of licence?

Have you previously been employed by London Borough of Waltham Forest? YES NO Are you in a receipt of a London Borough of Waltham Forest or other Local Government Pension?
YES NO Are you related to a Councillor or a Senior Officer of the London Borough of Waltham Forest?
YES NO

If yes state the name and relationship.

N.B. canvassing or failure to disclose relationship to a Councillor or Senior Officer of the Council will disqualify you.

REFERENCES**External Applicants:** if you are selected for interview we will take up references. One referee should be a senior person in your present (or most recent) company who has knowledge of your work.**Internal Applicants:** if you are selected for interview we will seek a reference from your manager.

Current/Most Recent Employer

Address

Postcode

Telephone

E-mail

Relationship

How long have they known you?

Other Referee – Name:

Address

Postcode

Telephone

E-mail

Relationship

How long have they known you?

Please advise if we can contact your referees prior to interview: YES NO **DECLARATION**

I declare that to the best of my knowledge the information I have given on this form is correct and that I have not omitted any facts, which may have a bearing on my application. I understand that falsification of qualification or information may lead to dismissal without notice.

The authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Signed

Date

(Please note if you are applying on the web you will be required to sign this declaration at interview)

MONITORING INFORMATION

In order to monitor the effectiveness of Waltham Forest Councils Equal Opportunities Policy, and to comply with the requirements of the Race Relations Amendment Act 2000 you are required to complete Section A. Completion of Section B is voluntary, however completion will ensure all staff are treated fairly and equally.

Appointment of: insert post title here

Monitoring Ethnic Origin

Please indicate your ethnic origin by ticking one of the five broad divisions shown below:

White

- British
- Irish
- Any other White background
(please specify below)

Black or Black British

- African
- Caribbean
- Any other Black background
(please specify below)

Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background
(please specify below)

Dual or Multiple Heritage

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other dual or multiple heritage
(please specify below)

Chinese or Other Ethnic Group

- Chinese
- Any other ethnic background
(please specify)

Monitoring Disability

Do you consider yourself to have a disability as defined* in the Disability Discrimination Act 1995. The Act defines disability as: "a physical or mental impairment which has substantial and long-term effect on a person's ability to carry out normal day to day activities".

YES

NO

Monitoring Gender

Please tick one box

Female

Male

Monitoring Media

(for response monitoring purposes only)

Name of media or how you knew about this job

SECTION B

To which one of the following age groups do you belong?

Under 20 20-29 30-39 40-49 50-59 60 and over

What is your religion? *Please tick one box only*

None Christian Buddhist Hindu Muslim
Sikh Jewish Other If "other" please specify:

What is your Sexuality? *Please tick one box only.*

Heterosexual Gay Man Bisexual Lesbian