

# Application for Employment

Confidential



Please email your application form to [recruit@walthamforest.gov.uk](mailto:recruit@walthamforest.gov.uk) or post to: HRSSC, Room 009, Waltham Forest Town Hall, Forest Road, London , E17 4JF

POST DETAILS			
Post Title		Directorate	
Grade	Advert Reference No. JGP		Closing Date
PERSONAL DETAILS			
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"/> Gujerati <input type="checkbox"/> Bengali <input type="checkbox"/>			
PRESENT EMPLOYMENT			
Name and address of employer			
Postcode		Telephone	
Job Title			
Start Date		Leaving Date/Notice Required	
Salary		Grade	
BRIEF DESCRIPTION OF DUTIES			
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 INFORMATION

Are 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