



# 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, 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](http://www.birmingham.gov.uk/jobs)**

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

<b>FOR OFFICE USE</b>
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): \_\_\_\_\_

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

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.**

### 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**

**[www.birmingham.gov.uk/jobs](http://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

### Job Advertisement

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

Forward

Birmingham Evening Mail

Other Newspaper (please specify), \_\_\_\_\_

Professional Journal (please specify), \_\_\_\_\_

Radio (please specify), \_\_\_\_\_

Birmingham City Council Website

Jobsgopublic Website

Website, other (please specify), \_\_\_\_\_

Word of Mouth

Careers/open day (please specify), \_\_\_\_\_

Jobcentre Plus

Search Consultant

Other (please specify), \_\_\_\_\_

Birmingham City Council, the largest council in the country, employs around 50,000 people in a number of directorates which provide a vast range of key services to the citizens of Birmingham.

The City Council has an Equal Opportunities in Employment Policy. This means that we welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age. One of the City Council's main aims is that all levels of its workforce should reflect the City's population and that everyone seeking jobs and promotion within the City Council has an equal chance. Some of the ways in which we do this are by:

- advertising jobs widely to enable all sections of the community access to our jobs;
- making sure that we only ask for particular qualifications or experience if they are essential.

The Equal Opportunities and Employment Policy is here to ensure that both present and future employees are treated fairly. If you become a Birmingham City Council employee, you will in turn be obliged to follow this policy.

### The application form

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape or in another format – you may do so. Your recording should follow the format of the application form.

### Criminal records bureau (CRB) disclosures

Where a vacancy involves regular, unsupervised contact with children or vulnerable adults, a CRB Disclosure will be required. The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children, young persons under the age of 18 years and vulnerable adults the right to withhold information regarding previous convictions, including cautions, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act. You should be aware that we have a policy on the recruitment of ex-offenders, and a copy is available on request. A criminal record will not necessarily be a bar to obtaining a position.

### Section 1: vacancy details

This section may have already been completed by Contact Birmingham, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

### Section 2: personal details

Please enter your personal details fully and clearly so that we may contact you about your application.

We only need to know if you have a driving licence if this is a requirement of the job.

If you do not currently have an National Insurance Number, please leave this blank.

### Section 3: general information

If you are related to a Councillor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

As part of the City Council's Equal Opportunity in Employment Policy most of the City Council's vacancies are open to job sharing. This normally means that two people can voluntarily share one full time job.

They share the pay and other benefits in line with the hours worked; the split need not be 50/50. It is not necessary to apply with a partner. If you would like to job share the job you are applying for, please tick the relevant box. Further information is available from the Human Resources Section in the directorate concerned.

### Section 4: arrangements for interview

If you have a disability, please complete this section so that we can make suitable arrangements if you are called for an interview and/or a work based exercise.

### Section 5: education/qualifications

We are interested in any form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

### Section 6: training

Please include any training gained through work or other activities, which you feel, is relevant to the job you are applying for.

### Section 7: membership

This section refers to membership of institutes or organisations relevant to the job you are applying for, such as Professional, Occupational or Trade Membership.

be One in a million



guidance notes



Sections 8 & 9: past & present, or most recent employment  
We require information on past or present employment. If you have recently left school or college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work.

Section 10: retirement/dismissal

**Please ensure you tick the appropriate box.**

Recruitment monitoring

All applicants are requested to complete this section including those that submit a CV.

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunity in Employment Policy. To do this we need to know:

- your ethnic origin
- whether you are male or female
- your age
- whether you have a disability
- your employment status

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. Some of the information may also be used because we have a policy of guaranteeing an interview to people with disabilities who meet the essential requirements of the job.

Section 11 : references

References will be taken up before appointment. In any instance the references will only be considered once interviews have taken place to support the Selection Panel's decision. Please give the names and addresses of two referees. If you are employed or have been employed in the past, the first referee should be your present or most recent line manager/supervisor or other person in your organisation designated to provide references.

For jobs where you will be responsible for money or stock including Computer Systems Analysts and Programmers, you must ensure you provide details of former employers to cover the last twelve months. If you are unable to provide an employer reference for reason of unemployment or where your employer no longer exists, you are asked to name referees who are able to verify your good character. School or college leavers should give a Head Teacher or their college principal as the first referee. "Job Title" (if applicable) refers to the referee, e.g. Manager, Head Teacher. "Relationship to you" refers to how they know you, e.g. immediate supervisor, neighbour etc. If you have changed your name, e.g. by marriage or deed poll or are known by a nickname, please indicate the name that you referee(s) know(s) you by.

Section 12: other information in support of you're application  
When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, on work experience or through hobbies.

Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as "I have all the skills and abilities mentioned in the person specification" and fully explain how you meet the requirements e.g. If the person specification asks for "experience of working with elderly people", you need to explain when, where and what was involved, e.g. "I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including..."

For Section 12 only, you may enclose a Curriculum Vitae (CV). You should ensure it contains sufficient information to assess whether you possess the essential requirements for the job when the selection panel is shortlisting. Should you choose to provide a CV for this section you must complete all other sections on the application form.

Section 13: data protection act 1998

Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

What happens next?

After the closing date, shortlisting will be conducted by a Panel, who will match your skills/experience(s) against the criteria in the Person Specification.

If you meet all the essential criteria for the job and have a disability you will be guaranteed progression to the next stage of the selection process. The selection process may involve an interview(s), a short presentation or other work-based exercise.

The Person Specification indicates how the criteria will be assessed, e.g. 'AF' = application form, 'I' = interview, 'T' = test, 'P' = presentation and 'E' = exercise.

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Each application is given equal consideration. The selection panel treats all applicants fairly and makes no assumptions about you. We look at what you tell us about yourself on the application form.

In the interest of economy we only acknowledge receipt of your application if you include a stamped addressed envelope.

**We look forward to receiving your application.**



**be One in a million**