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| U:\frances\wp\Logo\WRWA_Logo.jpg | Western Riverside Waste Authority |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | First | Last |  |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | |
|  | City | Postcode |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mobile Tel. No. or |  | Work Tel. No. |  | |
| Home Tel. No.: |  | May we call you at work? | Yes |  |
|  |  |  | No |  |
| Email: |  | | | |

|  |  |
| --- | --- |
| Date/s Not Available for interview e.g. holidays: |  |

|  |  |
| --- | --- |
| **Position Applied for:** |  |

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| Please state how you found out about this post:  1.Job Centre  2.LocalGov  3. Public Sector News  4. WRWA website  5. Linkedin  6.Other |

## Current or most recent employers

|  |  |  |  |
| --- | --- | --- | --- |
| Please list below your employment history starting with the most recent. Include details of voluntary work, employment on a temporary basis or via an employment agency. You must account for all time since leaving school, and give details for any gaps in employment. Please continue on a separate sheet if necessary. | | | |
| Employer Name: |  | Telephone No.: |  |
| Employer Address: |  | Line Manager: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Current Salary: |  | Current Grade |  |

|  |  |
| --- | --- |
| Brief description of duties: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | | To**:** |  | | Reason for Leaving (if, applicable): |  |
|  |  | |  |  | |  |  |
| Notice Required: | |  | | |  | | |

|  |  |  |
| --- | --- | --- |
| May we contact your previous line manager for a reference? | Yes |  |
|  | No |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name: |  | Telephone No.: |  |
| Employer Address: |  | Line Manager: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Leaving Salary: | £ | Leaving Grade: |  |

|  |  |
| --- | --- |
| Brief description of duties: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |
|  |  |  |  |  |  |
| Notice period: | |  | |  |  |

|  |  |  |
| --- | --- | --- |
| May we contact your previous line manager for a reference? | Yes |  |
|  | No |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name: |  | Telephone: |  |
| Employer Address: |  | Line Manager: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Leaving Salary: | £ | Leaving Grade: |  |

|  |  |
| --- | --- |
| Brief description of duties: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |
|  |  |  |  |  |  |
| Notice period: | |  | |  |  |

|  |  |  |
| --- | --- | --- |
| **May we contact your previous line manager for a reference?** | Yes |  |
|  | No |  |
|  |  |

## Periods of non-employment

**Please indicate the nature/reasons for any periods of non-employment including relevant dates.**

|  |
| --- |
|  |

## Education, training and qualifications

**Starting with the most recent, please provide accurate dates and grades for the educational establishments and qualifications relevant to the job you are applying for, and include any listed in the person specification. Please note that shortlisted candidates may be required to bring to the interview, or should a conditional offer be made, the original certificates of any qualifications listed. Please continue on a separate sheet if necessary.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Secondary School, College/University : |  | From: |  | To: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | | | |
| Name of Course/Studies &  Qualification/s | |  | Date Taken/To be taken: |  | Qualification Level/Grade achieved: |  |
|  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Educational Establishment: |  | | From: |  | To: |  | |
|  |  | | | | | | |
| Name of Course/Studies &  & Qualification/s | |  | Date Taken/To be taken: |  | Qualification Level/Grade achieved: | |  | |

|  |  |
| --- | --- |
| Membership of Professional Bodies/Professional Qualifications | |
| **Name of Body:** | |
|  | |
| Details of qualification received: | |
| Date obtained: |  |
|  | |
| **Name of Body:** | |
|  | |
| Details of qualification received: | |
| Date obtained: |  |
|  | |

## Further information on knowledge, skills, abilities and experience

**Please use this space to tell us how you meet the job requirements that are listed on the enclosed person specification. Do not attach a CV as it will not be considered.**

**You must address ALL the items listed in the person specification to help us assess your suitability to be shortlisted for interview.**

**You can refer to experience and knowledge gained from voluntary work, leisure interests and any other activities that are relevant to this position.**

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## References

Please provide details of two professional references, one of whom must be your present or most recent employer and the other should be a previous employer. If you have not been in paid employment, please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

Please note: The Authority reserves the right to take up more than two references.

|  |  |  |
| --- | --- | --- |
|  | First referee | |
| Full Name: |  | |
| Organisation: |  | |
| Address: |  | |
| Date of Employment/Study: | From: To: | | To: |
|  |  | |  |
| If you are shortlisted, may we contact your second referee prior to interview? | Yes |  |  |
| No |  |
|  |  | |
|  | Second Referee | |
| Full Name: |  | |
| Organisation: |  | |
| Address: |  | |
| Date of Employment/Study: | From: To: | | To: |
|  |  | |  |
| If you are shortlisted, may we contact your second referee prior to interview? | Yes |  |  |
| No |  |
|  |  | |

## Relationship

|  |  |  |
| --- | --- | --- |
| **Are you related to, or do you have a relationship with or business connection with, any Member OR any employee of Western Riverside Waste Authority?** Please tick | Yes |  |
| No |  |
| If Yes, please complete this section:  Members Name:  Relationship:  Employee’s Name:  Relationship: | | |

## Employment Restrictions

|  |  |  |
| --- | --- | --- |
| **Are there any restrictions affecting your ability to take up employment in the U.K.?** Please tick | Yes |  |
| No |  |
| If Yes, please give details: | | |

## Other Employment

|  |  |  |
| --- | --- | --- |
| If you are offered this job will you have any other paid work? Please tick | Yes |  |
| No |  |
| If Yes, please give details: | | |

## Disclaimer and Signature

Providing any misleading or false information to support your application or canvassing Members or Senior Officers of the Authority directly or indirectly for an appointment will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.

DATA PROTECTION

I understand that the information given on this form will be used by Western Riverside Waste Authority for:

* The purpose of processing my application for employment,
* Monitoring the authority’s employment policies; and if my application is successful,
* Recording information relevant to my employment.

I certify that my answers are true and complete to the best of my knowledge.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

**Please note: If you are completing this form electronically, you will be asked to sign the form if you are invited to an interview.**