

**Application form  
Confidential**

Applicant reference:

Job reference:

Job:

Group:

Service:

**Please do not include a CV as it will not be considered.  
As this application form may be photocopied, please complete the form in black ink or type.**

**Relevant educational, vocational, professional qualifications or training courses (most recent first).**

Course or qualifications	Grade	Year achieved

**Membership of organisations that are relevant to your application.**

Name of organisation	Level of membership	Year you joined

**Employment history (present or most recent job first)** (Please use a separate sheet if necessary.)

Name and address of employer	Job	Dates		Pay	Reasons for leaving
		From	To		

**Please give details of your main duties and responsibilities in your present or most recent job.** (Please use a separate sheet if necessary.)

**Please explain how your experience, skills and knowledge meet the key tasks and competencies of the job you have applied for.** (Please use a separate sheet if necessary.)

**Please give details of any periods when you were not in employment, education or training.**

## General

Do you have a current driving licence?  Yes  No

If we offered you the job, when would you be able to start work with us?

How much notice would you have to give your current employer?  weeks  months

## References

Please give details of two referees. If you are in, or have just finished, full-time education, one referee should be from your school or college. If you are working, one referee should be your present employer. We may also take references from any of your past employers.

We will seek to take up references before we interview you.

Referee's name:

Referee's position:

Address:

Phone:

Type of reference (such as employment, academic or personal):

May your referee be approached prior to interview  Yes  No

Referee's name:

Referee's position:

Address:

Phone:

Type of reference (such as employment, academic or personal):

May your referee be approached prior to interview  Yes  No

We may follow up written references by phone.

## Disclosure

This job may be exempt from the Rehabilitation of Offenders Act 1974. If it is exempt, this means we have to contact the Criminal Record Bureau for a 'Disclosure'. If this is the case, we will give you more details if we ask you to come in for an interview.

**We will use this part of the form to help us short-list people for interview. If you withhold or give false information, or fail to give us the information we ask for, we could disqualify you from applying for other jobs or dismiss you if we have already appointed you.**

## Declaration

As far as I know, the information I have given is correct.

Your signature

Date

 /  / 

**Please return your application form to Human Resources,  
Gateshead Council, Regent Street, Gateshead NE8 1HH.**

**Or email to [www.jobshop@gateshead.gov.uk](mailto:www.jobshop@gateshead.gov.uk)**

**You can also apply online at [www.gateshead.gov.uk](http://www.gateshead.gov.uk)**

Job  
reference:

Job:

Group:

Service:

**Gateshead Council**

**'Pursuing equal opportunities and diversity'**

We want to make sure that our equal opportunities policy is working, so we need you to fill in this part of the form to help us to do this. We hope you don't mind us asking for this information but we have a legal duty to monitor information on equal opportunities.

The information requested in the Equal Opportunities and Monitoring form will be used for monitoring and administration purposes only, and is not seen by the recruitment panel. The Application Form is separated from this form when we receive your form, and given to the recruitment panel for shortlisting.

If you require this Application Form in Braille, audio tape, large print or accessible format please contact 0191 433 2244.

**Confidential**

**What is your title?**

Mr  Mrs  Miss  Ms

Other (please give details)

**What is your home phone number?**

**What is your name?**

First names and surname



**What is your mobile phone number?**

**What is your work phone number?  
(if convenient)**

**Do you have any previous surnames?**

**What is your National Insurance number?**

**What is your date of birth?**

**What is your address and postcode?**






**What is your sex?**

Male  Female

**What is your ethnic group?  
How would you describe yourself?**

**White**

- British
  - Irish
  - Any other White background (please write in)
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**Mixed**

- White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other mixed background (please write in)
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**Asian or Asian British**

- Indian
  - Pakistani
  - Bangladeshi
  - Any other Asian background (please write in)
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**Black or Black British**

- Caribbean
  - African
  - Any other Black background (please write in)
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**Chinese**

- Chinese
  - Other (please write in)
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**Do you have a disability as defined in the Disability Discrimination Act 1995 below. "A physical or mental impairment which has a substantial and long-term which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities."**

- Yes
- No

**How did you find out about this job?**

- Council's Jobs Bulletin
- Gateshead Council Website
- Job Centre
- Kiosk
- Local Press
- Mobile Phone text alert
- National Press
- Sector 1
- Word of mouth
- Special Press, please state which?

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**Are you related to any councillors or senior employees of the Council?**

The Council may disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment within the Council.

- Yes
- No

If Yes, please give details below.

**Name**


**Relationship**

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**Position or job title**

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