





**RELEVANT TRAINING COURSES ATTENDED**

Details

Dates

**HEALTH**

Please give details of any serious illness/operation etc.

Please list number of days and reason for sickness or injury absence from work (or school) during the last 3 years.

**GENERAL INFORMATION**

If you have a disability are there any arrangements which we can make for you if you are called for an interview? \*YES/NO

If YES, please specify, e.g. parking space, ground floor venue etc. \_\_\_\_\_

**CAUTIONS/CONVICTIONS/DISQUALIFICATIONS**

(a) Any cautions/convictions \*YES/NO (b) Disqualifications from driving \*YES/NO

If applicable please give details on a separate sheet of paper

A caution or conviction will not necessarily bar you from being appointed to the position. It will depend on the details of the caution or conviction, how relevant it is to the post, and how long ago it occurred.

This does not apply to convictions which are 'spent' in accordance with the Rehabilitation of Offenders Act 1974, unless the work includes contact with persons aged under 18 or over 65. Please telephone the Personnel Section on 01905 722056 if you are in any doubt on this point.

**REFEREES**

If you are or have been employed, one referee should be your present or most recent employer. 'Character' references should only be provided if you have no previous employment. Relations are not admissible as referees.

1. Name	2. Name
Address	Address

Tel No.  
Job Title

Tel No.  
Job Title

Do you wish to be consulted before these referees are approached? \*YES/NO

**DRIVING**

Do you hold a current driving licence?	*YES/NO	Type Provisional/Full/HGV Class .....	
Are you a car owner?	*YES/NO	Are you prepared to use your car for business?	*YES/NO

\*Please delete if not applicable

Why do you consider yourself a suitable candidate for this position? Please refer to the job description and person specification and give details of your experience, knowledge and skills. You can also include any interests, whether or not job-related, that may be relevant to this position.

Please continue on a separate sheet if necessary

**THIS FORM IS AVAILABLE IN LARGE PRINT, BRAILLE, ON PC DISK, ON AUDIO TAPE AND THE ETHNIC MINORITY LANGUAGES OF BENGALI, URDU, VIETNAMESE AND CHINESE ON REQUEST**

Please ring 01905 722042, Minicom 722156, to ask for your copy.

THIS PORTION OF THE FORM WILL BE DETACHED PRIOR TO SHORTLISTING TO ENSURE EQUAL OPPORTUNITIES FOR ALL APPLICANTS. PLEASE RETURN THE FORM INTACT AND COMPLETE ALL PAGES.

Job:

Dept:

Closing Date:

App No:

**STRICTLY CONFIDENTIAL**

N.I. Number:

**PERSONAL DETAILS**

Surname \_\_\_\_\_ Previous Names \_\_\_\_\_  
First Names \_\_\_\_\_ (Mr/Mrs/Miss/Ms)  
Address \_\_\_\_\_ (Delete as appropriate)  
Home E-Mail Address \_\_\_\_\_ Post Code \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_

**DISABILITY**

Do you suffer from any disability that might affect you in this job? If YES, please give details. \*YES/NO  
For information the Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

**JOB SHARING**

Most jobs may be open to sharing. Please indicate if you wish your application to be considered on this basis \*YES/NO

In which publication did you see the advertisement for this work?  
If on the Internet which Web Site?

**RELATIONSHIPS**

To the best of your knowledge are you related to any Councillor or to any employee of Worcester City Council. \*YES/NO  
If YES please give details \_\_\_\_\_

**Data Protection Act 1998** The information provided by you on this application form may be copied for use during the recruitment process. Once the process is completed, the manual data will be stored for at least six months and then destroyed. Some data will be held on computer and used to produce overall equal opportunities statistics that enable the Council to monitor the effectiveness of the recruitment process.  
If you are the successful candidate this form and the information provided will be retained as part of your computerised and manual personnel records.

I declare that the information given on the form and this insert is both true and complete to the best of my knowledge and belief. I agree that the accuracy of my replies to the questions shall form the basis of any Contract for services that may be offered by the Council. I also understand that failure to disclose any information requested in this form and/or canvassing for the appointment will disqualify me and discovery after appointment may lead to dismissal from the Council’s Service.  
I consent to the use, storage and processing of my information as above and the details being held on record or file including on any computer systems as necessary.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE REMEMBER TO COMPLETE THIS SIDE OF THE FORM. IF YOU DO NOT DO SO WE WILL NOT BE ABLE TO ACCEPT YOUR APPLICATION.**

\*Please delete if not applicable



Worcester City Council is committed to equality of opportunity for both its customers and its employees. The Council has overall responsibility for the implementation of this policy.

Worcester City Council is an Equal Opportunities Organisation. The aim of our policy is to ensure that no job applicant or employee is discriminated against on the grounds of sex, sexual orientation, gender reassignment, disability, race, colour, age, nationality, marital status, political or religious belief, trade union activities, ethnic or national origins or is disadvantaged by conditions or requirements which cannot be shown to be justified.

Employment selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To help the Council monitor the effectiveness of this policy you are requested to complete this form and return it with your application. This information will be separated from your application as soon as it is received. It will not be passed on to anyone involved in the short listing or appointment process for this post.

If you have any queries please contact the Personnel Section on 01905 722056.

Please tick the appropriate boxes:-

I am: Female  Male

I am: Single  Married  Divorced  Widowed  Other (please specify)

MY ETHNIC GROUP IS: (please tick the group to which you consider you belong giving a further description where appropriate. Please read explanatory notes below for further definitions).

<b>White</b>	<b>Mixed</b>	<b>Chinese</b>
White British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Other Ethnic Group <input type="checkbox"/>
<input type="checkbox"/>		
Any other White background (please specify) <input type="checkbox"/>	White and Asian <input type="checkbox"/>	(please specify)
	Any other Mixed background (please specify) <input type="checkbox"/>	
<b>Asian or Asian British</b>	<b>Black or Black British</b>	<b>Other</b>
Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Any other Group <input type="checkbox"/>
Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	(please specify)
Bangladeshi <input type="checkbox"/>	Any other Black background <input type="checkbox"/>	
Any other Asian background (please specify) <input type="checkbox"/>	(please specify)	

If you are a member of any group which you consider may be discriminated against please specify below:

### EXPLANATORY NOTES

The ethnic groups set out above are those recommended by the Commission for Racial Equality and were used by the 2001 Census. Ethnic origin questions are not about nationality, place of birth or citizenship, they are about colour and ethnicity. UK citizens can belong to any of the groups indicated.

If you feel you belong to more than one ethnic group, please either tick the group to which you consider you belong or tick the 'any other ethnic group' box and give details in the space provided.

### BACKGROUND INFORMATION - CURRENT POSITION

The Council adopted the Commission for Racial Equality Standard in July 1998. It was modified to include gender and disability discrimination and an equality audit was completed in May 2000. The audit demonstrated the Council's development of, and commitment to, equality issues. Targets have been established and will be reviewed periodically. Action plans for each department are being developed to achieve the targets set. A Working Party, chaired by the Head of Personnel Services, was established in 1993 and meets on a regular basis to discuss equality issues.