



## Placement details

|                                  |                               |
|----------------------------------|-------------------------------|
| <b>Portfolio:</b>                | <b>Business Unit:</b>         |
| <b>Placement:</b> Apprenticeship | <b>Grade:</b> £----- per week |

## 1. About you

Surname: \_\_\_\_\_ Initials: \_\_\_\_\_

Address \_\_\_\_\_

Your contact number(s) \_\_\_\_\_

Email address \_\_\_\_\_



This symbol means that if you notify us of a disability, you will be guaranteed an interview if you meet the job requirements.

The Disability Discrimination Act 1995 defines a person with a disability as someone who has 'a physical or mental impairment which has a substantial and adverse long term effect on his/her ability to carry out normal day-to-day activities'.

**Do you consider yourself to have a disability?** Yes  No

If you need special arrangements to be made for an interview, please tell us.

## Details of your education

**Secondary School** \_\_\_\_\_

Name for reference \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel.no. \_\_\_\_\_

Date you started \_\_\_\_\_ Date you left \_\_\_\_\_

**College/Sixth Form** \_\_\_\_\_

Name for reference \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Tel.no. \_\_\_\_\_

Dates you started \_\_\_\_\_ Date you left \_\_\_\_\_

How many days absence from work or school have you had in the last 12 months? \_\_\_\_\_

## 2. Your work experience

### Current or most recent employer

Company \_\_\_\_\_

Name for reference \_\_\_\_\_ Job title \_\_\_\_\_

Full address \_\_\_\_\_

Tel.no. \_\_\_\_\_ Email \_\_\_\_\_

Your job title \_\_\_\_\_ Salary \_\_\_\_\_

Main duties \_\_\_\_\_

Dates from / to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

### Previous employment

Starting with the most recent, list all the jobs you have held. Include any work experience you have had, whether paid or unpaid. Continue on an additional sheet if necessary.

| Dates |    | Name<br>Contact number | Job title / salary<br>Reason for leaving |
|-------|----|------------------------|--|
| From  | To |                        |  |
|       |    |                        |  |

## 3. Your training and qualifications

Please tell us about any examinations you have passed, either at school or college, and any work related or vocational training you have done.

| Dates |    | Place of study | Qualifications gained or course studied<br>(include grades and examining body) |
|-------|----|----------------|--|
| From  | To |                |  |
|       |    |                |  |

Continue on an additional sheet if necessary.

## 4. Why would you like this apprenticeship?

Please tell us why you have decided to apply for this apprenticeship. The information you give us will help us decide whether to select you for the next stage of the recruitment process.

Here are some points to help you.

- ◆ Tell us about the skills, knowledge and abilities you have.
- ◆ Give examples of any experience you have that would help you do the work.
- ◆ Include information on any voluntary, unpaid or community work e.g. school projects, societies you are a member of, teams you have joined.
- ◆ Explain what you hope to achieve through the apprenticeship and what your career aims are.

Continue on an additional sheet if necessary.

## 5. References

We need to contact **two** people to ask them about your suitability for the post.

We will contact your current or most recent school, college or employer for a reference.

Please give details of another person we can contact. Referees must not be related to you.

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email \_\_\_\_\_ Tel.no. \_\_\_\_\_

**Please tick:** Previous Employer  Other (please specify)  \_\_\_\_\_

We will normally only contact them if you are selected for interview.

May these references be taken before an interview?

Yes  No

We reserve the right to approach **any** previous employers.

## 6. Criminal Convictions, Cautions & other relevant information

Please answer the following questions. You are also required to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974 if you will be working with children and/or vulnerable adults. Please note that a Criminal Records Bureau check will also be made before employment if you will be working with children and/or vulnerable adults.

- a. Have you ever been convicted of any offence by any Court (including a Court Martial) Yes  No
- b. Have you ever received a caution, reprimand or warning from the Police? Yes  No
- c. Has a Summary Award ever been made against you by a Commanding Officer of the Armed Forces? Yes  No
- d. Are you disqualified from working with children by the Secretary of State? Yes  No
- e. Is there any other information, such as police enquiries undertaken following allegations made against you, which may have a bearing on your suitability to work with children and/or vulnerable adults? Yes  No

If you have answered 'Yes' to any of these questions please give full details on a separate sheet. We will only take them into account if we consider them relevant to the post for which you have applied.

If you would like to discuss any issues on a confidential basis please contact Human Resources on 01952 383570

Are you, to your knowledge, related to any Telford & Wrekin employee or Councillor?  
Yes  No

If yes, please give details:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**The provision of false or misleading information or the failure to disclose information will result in the termination of a contract of employment entered into, or the withdrawal of an offer of employment.**

**I certify that details provided on this form and supporting documents are true. I confirm my consent to the processing of personal data for employment purposes in accordance with the Data Protection Act 1998 and other relevant legislation.**

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please send form back to:**

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### For office use only

Standard CRB

Enhanced CRB

Reason for not shortlisting:

Shortlist stage: A  B  C  D  E

Interview stage:

S  T  U  V  W  X  Y  Z

Feedback by: \_\_\_\_\_

Date given: \_\_\_\_\_

## EQUAL OPPORTUNITIES CHARTER

Telford & Wrekin Council recognise that within our society there is widespread disadvantage. Members of black or minority ethnic communities, women, those who care for dependants, people with disabilities, older people, people with criminal convictions and those whose sexuality is different from that of the majority often do not get a fair deal in employment matters because of direct or indirect discrimination, either intentional or unintentional. They are therefore prevented from making the most of their potential. This is damaging to those who discriminate and to those who are discriminated against and to organisations which fail to benefit to the full from the skills and talents which such people may have to offer. The Council is committed to opposing discrimination and promoting equality of opportunity by taking such appropriate steps as are within its power and within statutory provision. Telford & Wrekin Council recognises its obligations under various pieces of legislation relating to equality of opportunity.

### Telford & Wrekin's Employment Equality Promise

Telford & Wrekin Council gives an undertaking that all of its employees, and those who apply for employment, will be treated with equal fairness, respect and dignity, regardless of race, colour, gender, sexuality, marital status, care of dependants, age, disability, religious or political beliefs, or unrelated criminal conviction. The Council will therefore:-

- Publicise this commitment to all of its employees and within the community at large.
- Encourage job applications from all sections of the community.
- Ensure that its employees receive appropriate training so that they can both understand and actively promote equal opportunity policies. Specifically, everyone who takes part in the recruitment and selection process will first receive the necessary training.
- Ensure that the Council's existing and future personnel policies and conditions of service are applied fairly to all employees and are such that they can both promote equality of opportunity and seek to remove obstacles to its achievement.
- Guarantee an interview to applicants with disabilities who meet the essential requirements of the post, and do everything reasonably practicable to adapt jobs and premises to meet the needs of people with disabilities.
- Ensure that medical fitness requirements are determined having regard to the demands of particular posts, are applied fairly and consistently and do not discriminate against those with particular medical conditions.
- Measure the effectiveness of its policies by regular monitoring of both existing employees and of job applicants and the publication of an annual equal opportunity report.
- Ensure that any allegation of discrimination contrary to the provisions of this Charter is thoroughly investigated and that appropriate action is taken.

### **Guaranteed Interview Scheme for candidates with a disability**

- The Disability Discrimination Act 1995 defines a person with a disability as someone who has a "physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities".
- If you apply for a job with the Council, we must consider your application and measure it against the essential criteria needed for the job. If you meet this criteria you will be sent a letter inviting you for an interview. If we feel you should not be offered an interview, we will contact you either by letter or telephone and explain the reason why.
- If you would like to speak directly to an employee who is disabled to find out what it is like to work for Telford & Wrekin Council please contact the Recruitment & Retention Team on 01952 383577 and you will be put you in touch with the right person.

***IN ORDER FOR US TO MONITOR OUR EQUALITY OPPORTUNITIES POLICY  
PLEASE COMPLETE THE FORM OVERLEAF***

**MONITORING FORM**  
**TELFORD & WREKIN COUNCIL**

The Council's Employment Equality Charter is attached. In order to measure its effectiveness we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Forms submitted with incomplete monitoring information are not submitted for shortlisting.

Some of the information you give on this form may be considered to be sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will be deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes.

**THIS INFORMATION IS SEPARATED ON RECEIPT OF YOUR FORM AND IS NOT SEEN BY ANYONE INVOLVED IN THE SELECTION PROCESS.**

*Please complete in BLOCK CAPITALS*

**POST TITLE** \_\_\_\_\_

**FULL NAMES**

\_\_\_\_\_  
(including first name(s) and surname/family name)

**PREVIOUS NAME** \_\_\_\_\_

**PREFERRED TITLE** \* Mr/Miss/Mrs/Ms/Dr/Other \_\_\_\_\_ **DATE OF BIRTH** \_\_\_\_\_  
\* (please delete as appropriate)

**PLEASE TICK RELEVANT BOX**

**AGE:** 16-18  19-35  36-49  50-59  60-65  over 65

**GENDER:** Male  Female

**ETHNIC ORIGIN:**

| <b>Asian or Asian British</b>            | <b>Black or Black British</b>            | <b>Mixed</b>                                     | <b>White</b>                             |
|--|--|--|--|
| Indian <input type="checkbox"/>          | Caribbean <input type="checkbox"/>       | White & Black Caribbean <input type="checkbox"/> | British <input type="checkbox"/>         |
| Pakistani <input type="checkbox"/>       | African <input type="checkbox"/>         | White & Black African <input type="checkbox"/>   | Irish <input type="checkbox"/>           |
| Bangladeshi <input type="checkbox"/>     | Any other black <input type="checkbox"/> | White & Asian <input type="checkbox"/>           | Any Other white <input type="checkbox"/> |
| Any other Asian <input type="checkbox"/> | background                               | Any other mixed <input type="checkbox"/>         | background                               |
| background                               |  | background                                       |  |

*Other Ethnic Groups*

Chinese

**DISABILITY:**

The Disability Discrimination Act, 1995 defines a person with a disability as someone who has "a physical or mental impairment which has a substantial and adverse, long term effect on his or her ability to carry out normal day-to-day activities".

Under this definition do you consider yourself to have a disability? **YES/NO**

**HOW DID YOU FIND OUT ABOUT THIS**

**VACANCY** \_\_\_\_\_ (name of newspaper/journal, job centre, word of mouth, etc)

**ARE YOU CURRENTLY EMPLOYED BY TELFORD & WREKIN COUNCIL? YES/NO**

**IF YES, PLEASE ENTER YOUR EMPLOYEE NUMBER** \_\_\_\_\_