

PRIVATE & CONFIDENTIAL



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Campaign No.	
Post Ref.	
App. Ref.	

DERRY CITY COUNCIL
98 Strand Road, Derry, BT48 7NN.

Derry City Council is committed to equality of employment opportunity and welcomes applications from all suitably qualified applicants regardless of religious belief, political opinion, racial group, gender, age, marital status, sexual orientation and whether or not they possess a disability or have or do not have dependants. In accordance with its Equal Opportunities Policy it particularly welcomes applicants from the Protestant community – all applicants will be considered on merit.

APPLICATION FORM

For the post ofDepartment.....

Please note CV's must not be included as part of your application and if submitted will not be considered. It is therefore important that this form is completed with sufficient information to demonstrate how and to what extent you meet the job requirements. Derry City Council reserves the right to shortlist only those applicants who appear from the information supplied in the application form to be most suitable in terms of experience, qualifications and the other requirements of the post. Only those shortlisted will be progressed to the next stage of the recruitment process.

PLEASE TYPE OR PRINT IN BLACK INK

Surname:	Forenames:
Address:	
Post Code:	
Tel No. (Home):	Tel No. (Work):
National Insurance No:	

DISABILITY

Under the Disability Discrimination (N.I.) Act 1995 a disabled person is defined as a person with:
"A physical or mental impairment which has a substantial or long term adverse effect on their ability to carry out a normal days activities"

Having read this definition, do you consider yourself to have a disability? Yes No

If yes, please advise if you will require any special arrangements if selected for interview:-
.....

Note: Advice and support may be provided by your local Disablement Employment Advisor. Please contact your local Job Centre for further information.

If you are related to any member or employee of Derry City Council, please give details:-

Do you have a current driving licence? Yes No
Do you have access to your own transport? Yes No
(Please tick as appropriate)

EDUCATION AND TRAINING

Candidates should complete their application form fully. It is important that qualifications are **clearly** listed showing examination body, year of qualification, grade obtained etc. and any other relevant details.

Where more than one part of an examination is required for final qualification in a subject or course of study **all** parts attained must be clearly listed.

If you do not possess the specified qualifications, you should clearly indicate those qualifications which you are claiming are equivalent and on what basis they are equivalent to those specified. Remember, your application will be shortlisted solely on the basis of information provided by you on the application form. Members of the selection panel are not permitted to make assumptions about you or take account of any personal knowledge they may have about your qualifications/experience. You should ensure that the application form is completed fully and concisely.

SECONDARY EDUCATION

Examining Body/ Qualification	Subject (and level)	Grade Result	Year Awarded

FURTHER EDUCATION (Full-time and Part-time)

Educational Establishment	Qualification Awarded	Subjects/ Units	Grade/ Result	Year Awarded	Exams to be taken and date

PROFESSIONAL QUALIFICATIONS

Title of Qualification	Date Awarded

MEMBERSHIP OF PROFESSIONAL BODIES

Title of Professional Body	Current Membership Status	Date of Registration

OTHER TRAINING/COURSES

Please provide details of any other relevant courses/training not identified above:-

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Note: Should you be successful you will be required to produce official original proof of any qualifications/memberships/training which you rely on to support your application.

EMPLOYMENT HISTORY

It is important that you give clear details of your previous work experience, highlighting (by underlining) areas which you believe may be relevant to the post. Please provide full details especially in relation to dates of employment. **All dates should be in the format - date, month, year.**

PRESENT EMPLOYMENT

Name & Address of Employer	Date of Starting	Position held and outline duties	Salary/Wages	Reason for Leaving

Please state the amount of notice required by your present employer:

PREVIOUS EMPLOYMENT

Please give details of all previous positions held by you since leaving school including vacation, voluntary or part-time work. Start with the most recent positions first.

Name & Address of Employer	Employment Dates	Position held and outline duties	Salary/Wage	Reason for leaving

Continue on an additional page, if necessary.

EXPERIENCE, SKILLS AND ABILITIES

This application form will be used by a selection panel to decide whether or not to shortlist you to the next stage of the recruitment process. Having read the job description, please give details of your previous experience which you believe is relevant to this post together with any other information in support of your application. Remember, your application will be shortlisted solely on the basis of information provided by you **on the application form**. (Details of any relevant skills, expertise and abilities gained through voluntary work or in the home may be included on this sheet).

Please continue on the additional information sheet overleaf, if necessary.

EXPERIENCE, SKILLS AND ABILITIES continued.

REFERENCES

Please give the names and addresses of last two employers. These referees will be requested to comment on your ability to carry out the duties of the post for which you have applied and your honesty. (It should be noted that if you are offered a post, Derry City Council will require satisfactory references from your former employers for the last three years before confirmation of appointment.)

Name:	Name:
Address:	Address:
.....
Post Code: Tel No.	Post Code: Tel No.
Name of Business/Organisation and Job Title:	Name of Business/Organisation and Job Title:
If you were known by another name, please indicate accordingly:	

If you do not wish your referees to be contacted prior to interview please enter X in this box

INTERVIEW DATES

Please specify any dates on which you would be UNAVAILABLE for interview, if invited:-

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Please note that whilst the Council endeavours to arrange interview/assessment dates suitable for all shortlisted candidates, this may not always be possible.

DECLARATION AND SIGNATURE

I certify that the information I have provided above is true, complete and accurate to the best of my knowledge and I understand that any false or misleading statements or the withholding of any relevant information may render this application null and void, may provide grounds for the withdrawal of any offer of appointment or if appointed, dismissal from the service of the Council.

I give my consent for Derry City Council to contact my nominated referees as well as my present and previous employers and in the event of an appointment being offered, to carry out a criminal record check, if deemed necessary.

SIGNED: DATE:

NAME IN CAPITAL LETTERS

This form should be returned with the Equal Opportunities Monitoring Questionnaire in the envelope provided to: The Monitoring Officer, Council Offices, 98 Strand Road, Derry, BT48 7NN.