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| Application Form |

Please complete this form in black ink or type, and complete the front page in capital letters

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| **Department :** | | | | London Councils | | | | | | | |
| **Post Title :** | | | | Communications Officer | | | | | | | |
| **Post Number:** | | | | LC687 | | | | | | | |
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| **Personal Details** | | | | | | | | | | | |
| Last Name: | | | Title: | | | | | | | | |
| First Name: | | |  | | | | | | | | |
| Address: | |  | | | | | | | | | |
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|  | | | | | | | | | | Postcode: |  |
| Telephone (Home): | | | | | Telephone (Mobile): | | | | | | |
| Telephone (Work): | | | | | |  | | | | | |
| Can we contact you on your work number?: Yes  No  (Tick as appropriate) | | | | | | | | | | | |
| Email address: | | | |  | | | | | | | |
| **Referees** | | | | | | | | | | | |
| One reference should be your present or most recent employer, the other a previous employer. References will only be requested for the successful candidate and will not be taken up until an offer of employment has been made in writing. | | | | | | | | | | | |
| 1 | Name: | | | | | | 2 | Name: | | | |
| Job Title:  Company Name:  Address:  Telephone Number:  Fax Number:  Email:  Relationship: | | | | | | | Job Title:  Company Name:  Address:  Telephone Number:  Fax Number:  Email:  Relationship: | | | | |
| I hereby authorise you to take up references from my present Employer, my previous Employer(s) or the people that I have submitted as personal referees, once the offer of employment has been confirmed in writing. | | | | | | | | | | | |
| Signed: | | | | | | | | | Dated: | | |
| Please give any dates on which you will NOT be available for interview: | | | | | | | | | | | |

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| Education and Qualifications | | | | | |
| Please give details of your education and qualification (most recent first)  *Continue on additional sheet if necessary.* | | | | | |
| Dates | | School, College, University, etc | Subject(s) Studied | | Qualifications/ Certificate/ Grades |
| From | To |
|  |  |  |  | |  |
| Work related or professional qualifications / membership & NVQ’s etc | | | | | |
| Dates | | Details : Name of Association / Institute/Qualifications | | Level/or grade of membership | |
| From | To |
|  |  |  | |  | |
| Relevant Training | | | | | |
| Dates | | Title of Course | | Details | |
| From | To |
|  |  |  | |  | |

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| **Present or last employment** | | | | | | | | | | |
| Post: |  | | | | | | | | | |
| Name and Address of Employer: | | | |  | | | | | | |
|  | | | | | | | | | | |
| Date Commenced: | | |  | | | | | Grade / Salary: |  | |
| Is your present post your sole regular employment? Yes  No  (Tick as appropriate)  If No to the above please name your other employer(s): | | | | | | | | | | |
| Reason for leaving / wishing to leave: | | | | |  | | | | | |
| Notice required/Date left (if applicable): | | | | |  | | | | | |
| Outline of main duties: | | | |  | | | | | | |
|  | | | | | | | | | | |
| Previous employment | | | | | | | | | | |
| Starting with your most recent job, please give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. | | | | | | | | | | |
| Dates | | Employer | | | | | Post Title / main duties | | | Reason for leaving |
| From | To |
|  |  |  | | | | |  | | |  |
| Where did you see this post advertised? If seen on the internet, please specify website: | | | | | |  | | | | |

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| **RELATIVES / OTHER INTERESTS**  Are any employees of London Councils personally known to you? (Please tick)  Yes  No  If yes, please give details ………………………………………………………………………………..  ……………………………………………………………………………………………………………  If appointed, do you have any business and/or financial interests, which might conflict with the duties of this post? (Please tick) Yes  No  If yes, please give details ………………………………………………………………………………..  ………………….…………………………………………………………………………………………  **Canvassing of elected members or officers in relation to this appointment will disqualify you from appointment or if appointed will render you liable to dismissal without notice.** |
| Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the post. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible. Continue on a separate sheet(s) if necessary. |

Please tick boxes as appropriate in the following sections:

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| **Other details:** | |
| Do you have the legal right to live and work in the UK? | Yes  No |
| Is this subject to having a work permit? | Yes  No |
| You will need to produce photographic identification and proof of the above if you are offered. | |
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| **Disabilities** | |
| Do you have a disability as defined by the Disability Discrimination Act 1995? | Yes  No |
| **If 'yes'** please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job. | |
| *London Councils is a Disability Symbol User. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.* | |
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| **Convictions** | |
| Do you have any unspent convictions? | Yes  No |
| **If ‘Yes’** please give details of the convictions. Spent Convictions do not have to be declared as the job is not one covered by the Exceptions Order 1975. | |
| *It will be a condition of your employment that you inform London Councils if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.*  This completed application form should be returned:  Via post to:    **Corporate Recruitment Unit**  City of London Corporation  PO Box 270  Guildhall  London  EC2P 2EJ  Or by email to: cru@cityoflondon.gov.uk | |

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| **SENSITIVE PERSONAL DATA CONSENT FORM**  **DATA PROTECTION ACT 1998**  In order to comply with the Data Protection Act 1998, London Councils must obtain consent to hold and use personal information about individuals that could be considered **sensitive.**  The following has been highlighted as sensitive under the Data Protection Act 1998:  Racial or ethnic origin, political opinions, religious belief, trade union membership, physical or mental health condition, sexual life.  The Act prohibits the processing of sensitive data except in specified circumstances, for example equal opportunities monitoring. It is only in this sensitive area London Councils wishes to monitor in order to assess the effectiveness of its Equal Opportunities Policy and to reduce the possibility of discrimination occurring. All details relating to the vacancy will be kept for a period of 6 months after the appointment has been made.  Please sign the statement below as your consent for London Councils to process sensitive personal data in this area.  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  I understand that this information will be used only for the purpose set out in the statement above, and my consent is conditional upon London Councils complying with the obligation and duties under the Data Protection Act 1998. | |
| Signed: | Dated: |
|  | |
| This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.    For further information, please visit our website at <http://www.londoncouncils.gov.uk/> | |
| **Declaration**  I declare that the information given in this application is to the best of my knowledge complete and correct. | |
| Signed: | Dated: |
| *Note: Any false, incomplete or misleading statements may lead to dismissal.* | |

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| Equal Opportunities  Recruitment Monitoring Form |

Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant, and for us as an organisation committed to equal opportunities. London Councils is a Disability Symbol User. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

London Councils is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form. This information will be used to monitor the effectiveness of our Equal Opportunities Policy and for no other reason.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the collation and reporting of sensitive data for monitoring purposes.

**Please complete this form, which will be detached from your application form before your application is progressed to the shortlisting stage of the recruitment process.**

The monitoring form will be kept separate from the job application form, to ensure that none of the information you have provided is used in the selection decision. The information that you provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to the Corporate HR Unit, Town Clerk’s Department, City of London Corporation, PO Box 270, Guildhall, London, EC2P 2EJ, and we will look into the points that you raise.

Thank you for completing this form. We wish you success with your application.

