WALSALL METROPOLITAN BOROUGH COUNCIL

Working Towards Quality Through Equality

*JOB APPLICATION FORM*

|  |  |  |
| --- | --- | --- |
| APPLICATION NO. |  | (OFFICE USE ONLY) |

RETURN TO: THE HEAD TEACHER, ELMWOOD SCHOOL, KING GEORGE CRESCENT, RUSHALL, WALSALL, WS4 1EG or by email to [lmaritza@elmwood.walsall.sch.uk](mailto:lmaritza@elmwood.walsall.sch.uk)

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| --- |
| JOB APPLIED FOR: **School Administrative Assistant / Receptionist**  SCHOOL: **Elmwood School**  CLOSING DATE: **4pm Monday 23rd June 2025** |

**PRESENT EMPLOYMENT:**

JOB TITLE

DATE APPOINTED:

EMPLOYER:

ADDRESS:

SALARY RANGE

PRESENT SALARY:

NOTICE TO TERMINATE:

**DESCRIBE THE MAIN ACTIVITIES OF YOUR PRESENT/MOST RECENT JOB:**

**PREVIOUS EMPLOYMENT (Most recent first):**

|  |  |  |  |
| --- | --- | --- | --- |
| EMPLOYER | POSITION HELD | DATES:  FROM: | TO: |
| INSERT NAME OF EMPLOYER | INSERT WHAT POSITION WAS HELD | INSERT START DATE | INSERT LEAVING DATE |
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**EDUCATION BACKGROUND:**

|  |  |  |
| --- | --- | --- |
| EXAMINATION LEVEL EG GCSE, ‘A’ LEVEL, B.Tec, Degree | SUBJECTS | GRADE |
| INSERT LEVEL OF EXAMINATION | INSERT NAME OF SUBJECT TAKEN | INSERT LEVEL OF GRADE ACHIEVED |
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**JOB RELATED TRAINING (give details of any training courses attended):**

**MEMBERSHIP OF PROFESSIONAL INSTITUTIONS (State level and date of Membership and whether gained by examination):**

**REFEREES:**

PRESENT EMPLOYER

TICK BOX IF YOU REQUIRE NO CONTACT PRIOR TO INTERVIEW

1. NAME

OCCUPATION

ADDRESS

TELEPHONE NO:

E-MAIL ADDRESS:

PREVIOUS EMPLOYER

2. NAME

OCCUPATION

ADDRESS

TELEPHONE NO:

E-MAIL ADDRESS:

Please note that one of the referees given **must** be your present/most recent employer.

**OTHER INFORMATION:**

DO YOU HOLD A VALID DRIVING LICENCE ? YES NO

IF YES, PLEASE SPECIFY TYPE

**SUPPORTING INFORMATION:**

Using the job description and employee specification as a guide give examples of your abilities and experience gained in paid, voluntary work or leisure activities, which will enable you to carry out the main activities of this job.

**EQUAL OPPORTUNITIES**

|  |  |  |
| --- | --- | --- |
| APPLICATION NO. |  |  |

Walsall Council is committed and working towards equal opportunity in employment, training and development.

In order to monitor the progress of our recruitment and selection practices we need from you the following personal details asked for on this ‘tear off’ part of your application form.

The personal information will be kept securely in the Personnel Services Unit and not made available to anyone before or during the shortlisting to ensure that only your abilities, experience, training and qualifications are considered. C.V.’s cannot be accepted because of the difficulty of removing personal details which would identify you.

**Please Note:** This authority is under a duty to protect the public funds it administers, and to this end may use information you have provided on this form within this authority for the detection and prevention of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

PLEASE REMEMBER TO:

1. CHECK THAT YOU HAVE COMPLETED ALL THE PAGES OF THE

APPLICATION FORM.

1. SIGN THE DECLARATION
2. RETURN THE FORM ON OR BEFORE THE CLOSING DATE TO:

THE HEAD TEACHER.

**PLEASE TICK**

SEX: FEMALE  MALE

MARITAL STATUS: MARRIED  SINGLE

AGE: 16-18  19-25  26-35  36-45  46-55  56-65

**HOW WOULD YOU DESCRIBE YOUR ETHNIC ORIGIN?**

WHITE BRITISH  INDIAN

WHITE IRISH  PAKISTANI

WHITE OTHER  BANGLADESHI

WHITE AND BLACK CARIBBEAN  OTHER ASIAN

WHITE AND BLACK AFRICAN  BLACK CARIBBEAN

WHITE AND ASIAN  BLACK AFRICAN

OTHER MIXED  OTHER BLACK

CHINESE

OTHER ETHNIC GROUP

Under the Disability Discrimination Act 1995 the definition of disability is:-

“A person has a disability for the purpose of this Act if s/he has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities”

Do you have such a disability? YES  NO

Did you the see the job advertised in Job Shop? YES  NO

Did you see the job advertised

in another publication or website? YES  NO

If yes, state which publication or website:

|  |
| --- |
| JOB APPLIED FOR: **School Administrative Assistant / Receptionist**  SCHOOL: **Elmwood School**  CLOSING DATE: **4pm Monday 23rd June 2025** |

SURNAME

FIRST NAMES

PREFERRED TITLE (Mr/Mrs/Miss/Ms)

ADDRESS:

POST CODE:

HOME TEL NO:

WORK TEL NO:

E-MAIL ADDRESS:

DATE OF BIRTH:

**OTHER INFORMATION:**

Are you related to any Councillor or Employee of Walsall Council?

YES  NO

If yes, state the name and relationship, plus the job title and the service area if it is a council employee

Details of the relationships which you are requested to disclose include: a) partners, b) Co-habitees, c) ‘step’ relationships. This is not an exhaustive list and is intended for guidance purposes only and there may be other relationships you wish to disclose.

DECLARATION:

On completion of this application form please sign below:

I certify that the information given in this application form is correct and that I have not omitted any relevant details. I understand that canvassing a Councillor or employee of Walsall Council will disqualify my application.

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

**NOTES FOR APPLICANTS**

Applicants are requested to read carefully the following notes and any further particulars for the post before signing the declaration.

Acknowledgement of applications

Your application for this post will only be acknowledged if you enclose with it a stamped addressed envelope.

Notification of result

It is the policy of Walsall Metropolitan Borough Council that, in order to keep costs to a minimum, notification of the result of an application shall not be sent to an unsuccessful candidate who is not called for interview for any post. If, therefore, you do not hear within 6 weeks of the closing date for applications for this post, you should normally assume that an appointment has been made.

Disclosure of relationship

A candidate for any post under the Walsall Metropolitan Borough Council who knows that he/she is related to any Councillor or employee of that Council or member of the appointing school’s Governing Body, must disclose the relationship. A candidate who fails to disclose such a relationship is disqualified and if appointed is liable to dismissal without notice.

Criminal disclosure

The successful candidates for jobs working with children or vulnerable adults will be asked to apply for a criminal disclosure check through the Criminal Records Bureau at the appropriate level prior to appointment. A conviction may not exclude candidates from these jobs but will be considered as part of the recruitment process.