

**Application**

**Form**

**Vacancy Name:** HR Assistant

**Location:** Nottingham City Centre

**Ref No:** HR01

**Please complete this form electronically and email to** **recruitment@gla.gov.uk** **by 9.00am on the date specified in the Information Pack provided. Please do not substitute a CV for this application form.**

## Section 1 – Personal Information

Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  Please specify [ ]

Surname

Forename

Second Forename

Full address including Postcode

Telephone Number       Mobile Number

Work telephone No       May we contact you at work? Yes [ ]  No [ ]

Email Address

### **Nationality**

Please confirm that you meet the nationality requirements for these vacancies?

Yes [ ]  No [ ]

Present Nationality (e.g. British)

Have you ever possessed any other nationality or citizenship?

Yes [ ]  No [ ]

If “Yes” please give full details

Are there any restrictions on your continued residence or employment in the UK?

Yes [ ]  No [ ]

If “Yes” please give full details

**Section 2 – Educational History**

|  |  |  |  |
| --- | --- | --- | --- |
| Date From | Date To | Secondary Schools and Colleges | Examinations taken, with subjects and grades achieved |
|       |       |       |       |

Please give details of colleges, universities or other institutions attended specifying dates, qualifications and courses. (Please start with the most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Date From | Date To | University/College | Degree title, including subjects and class achieved |
|       |       |       |       |

Please give details of any relevant professional qualifications, including membership of professional bodies, and any job related training that you have undertaken.

Do you hold a current UK driving licence?

Yes [ ]  No [ ]

**Section 3 – Rehabilitation of Offenders Act 1974**

Have you ever been convicted or found guilty of an offence by any court in the UK or abroad, or by any Court Martial. This includes motoring but not parking offences.

Yes [ ]  No [ ]

If “Yes” please give full details

*You need not give details of any conviction which is spent under the Rehabilitation of Offenders Act 1974. Should you have any doubts as to whether a conviction is spent, you should seek advice from an appropriate person e.g. a solicitor, Clerk to the Court where you were convicted or a Citizens Advice Bureau.*

Have you been arrested or charged with any offence that has not yet come to court in the UK, abroad or by any court martial?

Yes [ ]  No [ ]

If “Yes” please give full details

**Section 4 – Career History**

Please give details of all full-time and part-time work, including vacation work and career breaks. Please continue on a separate piece of paper if necessary and send with your application form.

Current or most recent employer’s name, address and business type

Employment Dates From       To

Position held, duties and responsibilities

Reason for leaving

Previous Employment (Please list in date order, starting with the most recent)

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Position held, duties and responsibilities

Reason for leaving

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Position held, duties and responsibilities

Reason for leaving

Previous Employment (Please list in date order, starting with the most recent)

Employment Dates From       To

Position held, duties and responsibilities

Reason for leaving

Career breaks or unemployment dates

Dates From       To

Please give details of time not already accounted for (including unemployment)

Dates From       To

Please give details of time not already accounted for (including unemployment)

Dates From       To

Please give details of time not already accounted for (including unemployment)

**Section 5 - Your Skills, Attributes and Experience**

Part one provides you with the opportunity in no more than 1000 words to explain how your skills, attributes and experience relate to the position you are applying for. The examples must relate to things you have actually done.

For each example, please tell us:

* The nature of the situation;
* Your role in dealing with the situation – what exactly **you** did and when;
* What the results were and how well the aims were met.

Part two provides you with the opportunity in no more than 300 words to provide additional information which you feel is pertinent to your application and that we should be aware of in making selection decisions.

You should note that your ability to write logically and concisely will feature as part of the Selection Board’s consideration. Please try and use different cases on which to base your examples, rather than relying on one event to evidence them all. Please continue on a separate piece of paper if necessary and email alongside your application form.

## Part 1 – Suitability for the Role

With reference to the essential and desirable criteria for this position please explain your suitability for the role in no more than 1000 words.

## Part 2 – Additional Information

In no more than 300 words please provide us with additional information which you feel is pertinent to your application.

## Part 3 – Reason for Applying

In no more than 100 words, please say why you are interested in the post.

**Section 6 – Interview Arrangements**

## Please indicate dates when you are not available for an interview. We cannot undertake to avoid these dates but will try to do so where possible.

From       To

From       To

From       To

## Section 7 – Guaranteed Interview Scheme (GIS)

Do you consider yourself to have a disability? Yes [ ]  No [ ]

**If you consider yourself to have a disability please read through the separate Guaranteed Interview Scheme (GIS) form and complete if you believe this applies to you. Please submit the form alongside your application form.**

**Section 8 – Equal Opportunities Monitoring form**

## Please complete the Equal Opportunities form and return with your application form. Your answers will be treated confidentially and will only be used to help us monitor the operation of the Equal Opportunities Policy.

## The information which you give on this form will not affect your job application in any way.

## Please tick to confirm that the form is included with your application [ ]

## Section 9 - Publicity

## From which publication or other source did you learn about this post? (This information is only used to assess the success rate of our advertising)

**Section 10 – Signature and Date**

## Your personal data will be held in secure conditions for 6 months if you are unsuccessful. Access will be restricted to those who deal with your application.

The equal opportunities data is used for monitoring the selection process only. If you do not wish to have these details recorded please return the form uncompleted.

All offers of employment are subject to receiving satisfactory references from your current and most recent employers. When an offer of employment is made, you will be asked to complete a reference form which will be included with your offer of employment information pack. Failure to complete this form or withhold relevant information will mean your offer of employment will be withdrawn.

Information about how your data is used and the basis for processing your data is provided in the GLAA’s HR Privacy Policy.

Please sign below to confirm that you give your consent to the use of your personal data in the ways described above and that the information you have given is, to the best of your knowledge and belief, true and complete.

If you provide any information which you know is false or you withhold any relevant information, this may lead to your application being rejected or, if you have already been appointed, disciplinary action being taken against you or ultimately to your dismissal.

**Applicant Signature**

## Date