

Birmingham City Council, the largest council in the country, employs around 50,000 people in a number of directorates which provide a vast range of key services to the citizens of Birmingham.

The City Council has an Equal Opportunities in Employment Policy. This means that we welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age. One of the City Council's main aims is that all levels of its workforce should reflect the City's population and that everyone seeking jobs and promotion within the City Council has an equal chance. Some of the ways in which we do this are by:

- advertising jobs widely to enable all sections of the community access to our jobs;
- making sure that we only ask for particular qualifications or experience if they are essential.

The Equal Opportunities and Employment Policy is here to ensure that both present and future employees are treated fairly. If you become a Birmingham City Council employee, you will in turn be obliged to follow this policy.

### **The application form**

Completing the application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore most important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. If you are unable to complete the form, you may ask someone to do it on your behalf. If you have a disability and would prefer to submit your application on tape or in another format – you may do so. Your recording should follow the format of the application form.

### **Criminal records bureau (CRB) disclosures**

For posts where there is contact with, or access to personal records relating to children, young people and vulnerable adults, a CRB Disclosure will be required. The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children, young persons under the age of 18 and vulnerable adults the right to withhold information regarding previous criminal convictions, cautions and bindovers, including those regarded as 'spent' - all must be declared. You should be aware that we have a policy on the recruitment of ex-offenders, and a copy is available on request. A criminal record will not necessarily be a bar to obtaining a position.

### **Section 1: vacancy details**

This section may have already been completed by Contact Birmingham, but please check that all the details are complete and correct. If they are not included please refer to the job advertisement to fill in this section.

### **Section 2: personal details**

Please enter your personal details fully and clearly so that we may contact you about your application.

We only need to know if you have a driving licence if this is a requirement of the job.

If you do not currently have an National Insurance Number, please leave this blank.

### **Section 3: general information**

If you are related to a Councillor or an employee of the City Council we ask you to tell us so that we can make sure all applications are treated fairly. Canvassing any Councillor or employee of the City Council (i.e. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

As part of the City Council's Equal Opportunity in Employment Policy most of the City Council's vacancies are open to job sharing. This normally means that two people can voluntarily share one full time job.

They share the pay and other benefits in line with the hours worked; the split need not be 50/50. It is not necessary to apply with a partner. If you would like to job share the job you are applying for, please tick the relevant box. Further information is available from the Human Resources Section in the directorate concerned.

### **Section 4: arrangements for interview**

If you have a disability, please complete this section so that we can make suitable arrangements if you are called for an interview and/or a work based exercise.

### **Section 5: education/qualifications**

We are interested in any form of education you have followed, including any courses which did not lead to an examination or qualification. We will take full note of any education or qualifications gained overseas or as part of an employment training scheme. Successful candidates will be required to provide proof of qualifications.

### **Section 6: training**

Please include any training gained through work or other activities, which you feel, is relevant to the job you are applying for.

### **Section 7: membership**

This section refers to membership of institutes or organisations relevant to the job you are applying for, such as Professional, Occupational or Trade Membership.

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## Sections 8 & 9: past & present, or most recent employment

We require information on past or present employment. If you have recently left school or college, or a training programme and have not yet had a full-time or permanent job, please give details of any other employment that you may have had such as work experience, part-time, holiday work or voluntary work.

### Section 10: retirement/dismissal

Please ensure you tick the appropriate box.

### Recruitment monitoring

All applicants are requested to complete this section including those that submit a CV.

You are asked to complete this section to enable us to monitor the effectiveness of our Equal Opportunity in Employment Policy. To do this we need to know:

- your ethnic origin
- whether you are male or female
- your age
- whether you have a disability
- your employment status

Please help us by ticking or completing the appropriate boxes in this section. Any information gathered will not identify individuals, but will only be used to measure how we are progressing. Some of the information may also be used because we have a policy of guaranteeing an interview to people with disabilities who meet the essential requirements of the job.

### Section 11 : references

References will be taken up before appointment. In any instance the references will only be considered once interviews have taken place to support the Selection Panel's decision. Please give the names and addresses of two referees. If you are employed or have been employed in the past, the first referee should be your present or most recent line manager/supervisor or other person in your organisation designated to provide references.

For jobs where you will be responsible for money or stock including Computer Systems Analysts and Programmers, you must ensure you provide details of former employers to cover the last twelve months. If you are unable to provide an employer reference for reason of unemployment or where your employer no longer exists, you are asked to name referees who are able to verify your good character. School or college leavers should give a Head Teacher or their college principal as the first referee. "Job Title" (if applicable) refers to the referee, e.g. Manager, Head Teacher. "Relationship to you" refers to how they know you, e.g. immediate supervisor, neighbour etc. If you have changed your name, e.g. by marriage or deed poll or are known by a nickname, please indicate the name that your referee(s) know(s) you by.

## Section 12: other information in support of you're application

When completing this section you can mention any experience gained through work, school, college, at home, in voluntary work, on work experience or through hobbies. Think about how you can draw upon your skills and experience, and then match these against the criteria set out on the person specification. You should avoid bland statements such as "I have all the skills and abilities mentioned in the person specification" and fully explain how you meet the requirements e.g. if the person specification asks for "experience of working with elderly people", you need to explain when, where and what was involved, e.g. "I helped to care for my grandmother for 3 years. She lived in the family home and I helped her to wash and dress each morning. I also helped with personal care including..."

For Section 12 only, you may enclose a Curriculum Vitae (CV). You should ensure it contains sufficient information to assess whether you possess the essential requirements for the job when the selection panel is shortlisting. Should you choose to provide a CV for this section you must complete all other sections on the application form.

### Section 13: data protection act 1998

Please make sure that you have signed and dated the application form to confirm that your details are correct and complete. The falsification of information on the form will result in the application not being pursued or your contract being terminated if you have already been appointed.

### What happens next?

After the closing date, shortlisting will be conducted by a Panel, who will match your skills/experience(s) against the criteria in the Person Specification.

If you meet all the essential criteria for the job and have a disability you will be guaranteed progression to the next stage of the selection process. The selection process may involve an interview(s), a short presentation or other work-based exercise.

The Person Specification indicates how the criteria will be assessed, e.g. 'AF' = application form, 'I' = interview, 'T' = test, 'P' = presentation and 'E' = exercise.

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Each application is given equal consideration. The selection panel treats all applicants fairly and makes no assumptions about you. We look at what you tell us about yourself on the application form.

In the interest of economy we only acknowledge receipt of your application if you include a stamped addressed envelope.

**We look forward to receiving your application.**

