***Private and Confidential***

#### Application Form for Casual Employment

***(Please complete in as accurately and thoroughly in CAPITALS and BLACK INK or Type)***

Your application will be judged solely on merit irrespective of ethnic origin, race, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation. We also aim to ensure that our recruitment process is flexible and supportive to meet individual needs. If you need any assistance in completing the application form or if you need information in an alternative format, please ask our Human Resources team on 01727 819251 or [recruitment@stalbans.gov.uk](mailto:recruitment@stalbans.gov.uk).

**Periods you are available** *(dd/mm/yyyy)***:** from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Days and hours you are available for work:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of casual role are you interested in, please tick **ALL** the boxes that may apply:

* Customer Services
* General Administrative Work
* Museum Work
* Electoral Registration/ Canvassing Work
* Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates NOT available for interviews:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email your completed application form to: [recruitment@stalbans.gov.uk](mailto:recruitment@stalbans.gov.uk) OR

By post to: **Corporate Services Department, Human Resources, St Albans District Council, P.O.Box 2, District Council Offices, Civic Centre, St Peters Street, St Albans, Herts AL1 3JE.**

We no longer acknowledge receipt of casual job applications. If there is casual work immediately available which is in line with your skills set, you will be contacted by the relevant line manager and invited for interview. If work is not immediately available your application will be retained on our casual register for a period of up to 12 months. After that period your application will be deleted from our records. If you have any queries, please email [recruitment@stalbans.gov.uk](mailto:recruitment@stalbans.gov.uk) or 01727 819251

**Where did you learn about the vacancy?**

St Albans City & District Council (SADC) website

SADC LinkedIn

Job Boards: please circle: Reed, Indeed, CV Library, Totaljobs

Others, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PERSONAL DETAILS:**

\*Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*First Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Address 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Town/City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Post Code: \_\_\_\_\_\_\_\_\_\_\_

Title: \*Ms/ Miss/ Mrs/ Mr/ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone:

\*Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business/ work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have a clean UK driving licence? No Yes

Do you have a car at your disposal? No Yes

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##### Education, Training and Non-Vocational Experience

Qualifications: Institute: Grades: Dates:

*(A) Attained/ (E) Expected*

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**Employment History (Start with the most recent)**

*(please continue on additional A4 paper if necessary)*

###### Employer Name and Address: Dates Job title and salary/wage Reason for Leaving

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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##### Relevant Experience and Attach Any Other Supporting Information

*(please continue on additional A4 paper if necessary)*

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## Do you have the right to work in the UK? No Yes *(Tick Box)*

Do you need a work permit/visa to work in the UK? No Yes *(Tick Box)*

If yes, state visa type and expiry date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Equality Act 2010: The Council ensures that we have a fair selection and interview process for everyone and take into considerations any factors which you think might affect your ability to carry out the duties of the post. Please provide information below:**

**How many days off work due to sickness did you have during the last 12 months?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Days

##### Do you consider yourself to have a disability?

##### 

No Yes

If yes, please state the type of disability and what are the additional requirements you need us to make (if any):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Is there any additional information we need to know so that reasonable adjustments can be made?

No Yes, please state below:

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***Please note:*** *The successful candidate will be required to complete a medical questionnaire and may need to attend a medical examination.*

##### References

*If you are being offered casual work, this will be subject to the successful completion of a number of pre employment checks including two references. Casual Employment will start subject to satisfactory references being obtained prior to your start, using the information you provide below: One must be your present or most recent employer, if applicable.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/ Relation to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone / Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/ Relation to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone / Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have any previous criminal convictions?**

No Yes, please provide details below:

Date: Conviction: Sentence:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Have you previously worked for St Albans City and District Council (in any capacity, temporary, agency, contract)?**

No Yes

**Are you related to any current St Albans City & District Council Employees?**

No Yes, please provide name and position below:

Name: Position: Relationship to you:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Declaration:**

***I declare that the information provided are true to the best of my knowledge. I understand that if I have knowingly provided false information or withheld material information or canvassed a Councillor or Senior Officer of the Council in support of my application, I may be dismissed from my any post gained as a result of this act.***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please review our [Privacy Policy](http://www.portfoliopayroll.com/privacy-policy/) and how we will handle your data in accordance to the [General Data Protection Regulation (GDPR).](https://www.stalbans.gov.uk/general-data-protection-regulation)  *Please read the above regulation and notices and provide your consent by ticking the box below:*

***Yes, I agree to give consent for you to use my personal data as set out in the privacy notice.***

*For GDPR enquiries, contact* [*GDPR@stalbans.gov.uk*](mailto:GDPR@stalbans.gov.uk) *or call 01727 866100 and for Data Protection enquiries, email* [*foi@stalbans.gov.uk*](mailto:foi@stalbans.gov.uk) *or write to: FOI team, St Albans City & District Council, P.O. Box 2, District Council Offices, Civic Centre, St Peter’s Street, St Albans, Herts AL1 3JE.*