**Nottingham City Council**



Casual Workers Application Form

**Job**

**Please read the enclosed Guidance Notes before completing this application form**

**Type of casual work applied for:**

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |  | First Name |  |
| Address |  | Telephone (home) |  |
| Telephone (work) |  |
| Postcode |  | Mobile |  |
| Email address | | | |
| Are you a resident of Nottingham City? | | Yes | No |
| If you are a city resident and your application is unsuccessful, would you like us to contact you via email with details of further opportunities? | | Yes | No |
| Are you eligible to work in the UK? | | Yes | No |
| National Insurance Number | | | |
| Referee Details – References will be sought if you are successful in your application. | | | |
| First Referee (current or last employer) | | Second Referee | |
| Name and address  Telephone Number:  Email Address:  How do they know you? | | Name and address  Telephone Number:  Email Address:  How do they know you? | |

**Previous employment** (most recent first and including any temporary, unpaid or voluntary work experience).

# The reason for leaving must be stated in every case.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please give details of all jobs held; including paid and unpaid work, up to a minimum of 10 years, starting with your current or most recent post. | | | | | |
| Date from (D/M/Y) | Date to (D/M/Y) | Employer | Job | Salary | Reason for leaving |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Education/Training (only if relevant to the requirements on the person specification).** Please note you may be required to produce original documents.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date From | Date To | Schools, Colleges attended – including part time | Qualifications gained or pending – please state subject and level | Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Attendance at training courses relevant to the casual work applied for

|  |  |  |  |
| --- | --- | --- | --- |
| Organising Body | Course Title | Duration | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Type of work preferred (i.e. evenings, days, weekends):** |
|  |
| **Days / times you are not available for work:** |
|  |
| **Any other experience you feel may be relevant (you may draw on your knowledge, skills and experience, etc gained from paid work, training, domestic responsibilities, education, leisure interests and voluntary activities which may be relevant to the casual work applied for):** |
|  |

|  |
| --- |
| **Rehabilitation of Offenders Act (1974)**  Please read the guidance notes before completing this section. If this post **is** exempt from the Rehabilitation of Offenders Act (this is clarified on the person specification) please fully complete the question below. |
| Do you have any convictions that are either “spent” or “unspent”? Yes No  Please provide details of offences/dates and sentences, including details of cautions and reprimands, even if they are spent  ………………………………………………………………………………………………………………………...  …………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………...  …………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………...  ………………………………………………………………………………………………………………………… |

**Other**

Are you related to any Councillors or employees of Nottingham City Council? If so please state name, position and relationship.

# Confidentiality, Security and Disclosure

You are advised that information given relating to current or pervious employment, educational or professional qualifications and spent or unspent convictions may be checked with the appropriate persons or bodies before being offered casual work.

# Declaration

|  |
| --- |
| I confirm that the information provided above is both accurate and complete. I understand that any false claim may lead to my application for casual work being rejected. If a discrepancy comes to light at a later date, I understand that this may lead to further action being taken which may lead to any offer of casual work being withdrawn. |
| Signed: |
| Date: |

**Nottingham City Council**

ambitious

**for you and your future**