



**APPLICATION FORM- Non Safeguarding Roles**

|  |  |
| --- | --- |
| **Job title** | Senior Operations Manager – Revenues & Benefits |
| **Reference number** | SAND000008802 |
| **Employer** | SMBC (TF) |
| **Closing Date** | 28/03/2025 |

This data privacy statement explains how we use information we collect, as well as your rights over any personal information we hold about you. I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only. I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate and national insurance number document to confirm this. (Further details are available from the UK Visas & Immigration Website). Can you please provide your consent for copies to be taken and retained which confirm your legal right to live and work in the UK?

**SIGNED**       **DATE**

**PRINT NAME**

**Please send completed form to:**

**HRResourcing\_applications@sandwell.gov.uk**

**SECTION 1**

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Title |       |
| First name |       |
| Middle name |       |
| Last name |       |
| **Contact Information** |
| E-mail address |       |
| Phone (home) |       |
| Phone (mobile) |       |
| Phone (work) |       |
| House number/name |       |
| Address line 2 |       |
| Address line 3 |       |
| City/town |       |
| Post code |       |
| Where did you hear about this vacancy? |       |

**SECTION 2**

**EMPLOYMENT HISTORY**

Are you eligible to work in the UK Yes / No

Please provide your full National Insurance Number

Are you currently an employee of Sandwell MBC? YES / NO

Are you currently on the At-Risk Register for Sandwell MBC?

 YES / NO

If yes, please indicate your employee number.

Have you previously worked for Sandwell MBC? \* YES/NO

If you have previously been employed by Sandwell Council, the unit in which you worked will be asked to confirm details of your employment, including your reason for leaving.

If you are appointed to work for Sandwell MBC, do you give permission for your name and contact details to be provided to the recognised Trade Unions in Sandwell? YES/NO

If you are appointed to work for Sandwell MBC, do you give permission for your first name, surname and your payroll number to be supplied to Sodexo who are the provider of Sandwell's free Employee Benefits scheme?
This information is only used to validate your eligibility to access the scheme, and is not used for any other purpose. This information is not passed on to any third parties. YES /NO

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| Current / Most recent Employer |       |
| Job title |       |
| From |       | Until |       |
| Address of Employer |       |
| Brief details of duties and responsibilities*(no more than 200 words)* |       |
| Salary |       |
| Reason for leaving |       |
| Notice period |       |

|  |  |
| --- | --- |
| Employer |       |
| Job title |       |
| From |       | Until |       |
| Address of Employer |       |
| Brief details of duties and responsibilities*(no more than 200 words)* |       |
| Salary |       |
| Reason for leaving |       |
| Notice period |       |

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| Employer |       |
| Job title |       |
| From |       | Until |       |
| Address of Employer |       |
| Brief details of duties and responsibilities*(no more than 200 words)* |       |
| Salary |       |
| Reason for leaving |       |
| Notice period |       |

|  |  |
| --- | --- |
| Employer |       |
| Job title |       |
| From |       | Until |       |
| Address of Employer |       |
| Brief details of duties and responsibilities*(no more than 200 words)* |       |
| Salary |       |
| Reason for leaving |       |
| Notice period |       |

**SECTION 3**

**EDUCATION HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college/university | Subject / Level | Date of completion | Result |
|       |       |       |       |
|  |       |       |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |  |
|  |       |  |  |

**MEMBERSHIPS**

|  |  |  |
| --- | --- | --- |
| Name of Association | Membership type and number | Expiry date |
|       |       |  |
|  |       |       |
|  |       |  |
|  |       |  |
|  |       |  |

**TRAINING**

|  |  |  |
| --- | --- | --- |
| Course title | Result and awarding body | Completion date |
|  |       |  |
|  |  |  |
|  |  |  |
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|  |  |  |

**SECTION 4**

Please provide examples of how you meet the essential requirements outlined on the Personnel Specification. You may give examples from your experience in employment, education, voluntary work or personal life.

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| --- |
|      Please continue on a separate sheet if you require more space |

**SECTION 5**

**REFERENCES**

Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history then please provide a character reference. This should not be a friend or family member.

|  |  |
| --- | --- |
| Referee name |       |
| Organisation |       |
| Job title |       |
| Type of reference (personal/employer/other) |       |
| E-mail |       |
| Daytime Phone number |       |
| Address line 1 |       |
| Address line 2 |       |
| Post code |       |
| Are we able to approach this referee? (yes/no) |       |

|  |  |
| --- | --- |
| Referee name |       |
| Organisation |       |
| Job title |       |
| Type of reference (personal/employer/other) |       |
| E-mail |       |
| Daytime Phone number |       |
| Address line 1 |       |
| Address line 2 |       |
| Post code |       |
| Are we able to approach this referee? (yes/no) |       |

**DECLARATION**

**All Council employees are required to promote and demonstrate the values of good governance through upholding high standards of conduct and behaviour. This includes ensuring that employees of the authority are not influenced by prejudice, bias or conflicts of interest. A conflict of interest would prejudice an employee’s ability to perform his or her duties and responsibilities objectively.**

As a responsible employer we aim to ensure that any possible conflict of interests are identified at the recruitment stage.

Therefore, are you related to, or in a personal relationship with, any employee currently working for Sandwell Council, or for a Sandwell School, or to a council member?

YES / NO

If yes, please explain and specify who they are and your relationship to them:

|  |  |  |  |
| --- | --- | --- | --- |
| Their NAME | Their JOB TITLE | Your RELATIONSHIP | Their SECTION/SCHOOL |
|  |  |  |  |
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**Failure to make a proper disclosure, or any form of canvassing may disqualify you for the appointment, and if appointed, could result in dismissal without notice.**

**Self-declaration of suitability to work**

If you have a conviction which is not spent under the terms of the Rehabilitation of Offenders Act 1974 you must tell us about these. Please give details and dates of any unspent convictions.

Where a driving licence is required please include any driving offences.For guidance on the filtering of convictions please go to: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website; <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Failure to disclose may result in the withdrawal of your application or dismissal from any job offer in relation to this form.

**Do you have any unspent convictions?**

YES/NO

If Yes please specify

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| --- |
|       |

**If this post requires a driving licence, please confirm any driving offences below**

**Thank you for completing the application form.**

Please now complete the Equality, Diversity, and Inclusion Monitoring Form by clicking on the link below. We encourage you to provide this information though it is voluntary. The information you provide is confidential and used for monitoring purposes only.

<https://forms.office.com/Pages/ResponsePage.aspx?id=m_jApLkj60movyRPsKTP_CmXWj2gPzxHri-vLogFPhdUQVczWk4zN1NLNVc1WjZDMjNZRFA0TVFETi4u>

**SECTION 2**

**EMPLOYMENT HISTORY (continued)**

|  |  |
| --- | --- |
| Employer |       |
| Job title |       |
| From |       | Until |       |
| Address of Employer |       |
| Brief details of duties and responsibilities*(no more than 200 words)* |       |
| Salary |       |
| Reason for leaving |       |
| Notice period |       |

**SECTION 2**

**EMPLOYMENT HISTORY (continued)**

|  |  |
| --- | --- |
| Employer |       |
| Job title |       |
| From |       | Until |       |
| Address of Employer |       |
| Brief details of duties and responsibilities*(no more than 200 words)* |       |
| Salary |       |
| Reason for leaving |       |
| Notice period |       |

**SECTION 2**

**EMPLOYMENT HISTORY (continued)**

|  |  |
| --- | --- |
| Employer |       |
| Job title |       |
| From |       | Until |       |
| Address of Employer |       |
| Brief details of duties and responsibilities*(no more than 200 words)* |       |
| Salary |       |
| Reason for leaving |       |
| Notice period |       |

**SECTION 2**

**EMPLOYMENT HISTORY**

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| --- | --- |
| Employer |       |
| Job title |       |
| From |       | Until |       |
| Address of Employer |       |
| Brief details of duties and responsibilities*(no more than 200 words)* |       |
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