

G

RELEVANT SKILLS, EXPERIENCE AND ABILITIES

Study the job description and provide specific examples of your work, or other activities, which demonstrate your ability or aptitude to undertake the duties of the post. You may also include any other information that you feel is relevant to your application e.g. personal qualities, achievements at work, non-work related or voluntary work experience. Continue on a separate sheet if necessary.

H ENTITLEMENT TO WORK IN UK

If you are successful in obtaining employment with the Council you will be required to provide evidence of your entitlement to work in the United Kingdom.

I DISABILITY

The Council welcomes applications from applicants who self-assess themselves as having a disability and guarantees an interview to those individuals who meet the essential criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? YES NO

If **yes**, what, if any, type of aids, adaptations, equipment or special arrangements, would you require, to attend an interview (e.g. Interpreter for the Deaf)?

J REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended applies to many posts within the Glasgow City Council, particularly within Departments that provide Education or Social Services. If selected for interview you may be required to complete a Criminal Convictions Declaration Form. In addition, successful applicants for specific posts identified under the above legislation within the council which have been identified as being included under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will require to submit a Disclosure Application (Police Check), the results of which might impact on your suitability to work in a particular job.

K ABSENCE MANAGEMENT

Glasgow City Council recognises its responsibility for the health, safety and welfare of its employees; however, it is also essential that the Council identify health problems at an early stage to allow it to respond effectively to actual and potential problems with service delivery. Therefore, all employees are expected to maintain an acceptable level of attendance and each department has a target attendance level - details of which will be discussed if you are appointed.

L DECLARATION (Read carefully)

I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice and that canvassing Elected members of the Council, directly or indirectly, in connection with this job will disqualify me.

Signature
Date.....

Please Note: If you choose to submit your application for employment electronically e.g. via the intranet or e-mail, you will be required, at interview, to physically sign Sections L (Declaration) and M (Disclaimer)

M DISCLAIMER (Read Carefully)

Glasgow City Council is a Data Controller in terms of the Data Protection Act 1998 and you have the right to ask for a copy of the information held by us in our records in return for payment of a small fee. You also have the right to require us to correct any inaccuracies in your information.

The Council is under an obligation to manage public funds properly. Accordingly, **if you are the successful candidate** the information that you provide will be used to ensure all sums due to the Council are paid timeously, e.g. by identifying persons who are non-payers of Council Tax and to improve uptake of Benefits. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring Councils or other organisations, which handle public funds.

If you are successful in your application, Glasgow City Council will use the information you have provided on this form and any other attachments for personnel administration, learning, discipline, absence management, career development, statistical and payroll purposes. If you are not offered the job, all documentation related to your application for employment will normally be confidentially destroyed after a period of six months.

Signature
Date

Equal Opportunities Questionnaire

HRRAS17A



Glasgow City Council is an equal opportunities employer and all applicants for jobs in the service of the Council will receive equal treatment irrespective of their race, colour, nationality or ethnic/ national origin, religion or belief, sex, sexuality, actual or perceived AIDS/HIV status or perceived association with an HIV positive person, marital status, age, social background or disability.

In order to help the Council to ensure that its equal opportunity policy is being carried out, would you please provide the information requested below. This information will be kept in strictest confidence separate from your application form and used for statistical purposes only. Please note, the provision of information in this section is entirely voluntary and, if you chose not to do so, this will not be held against you when considering your suitability for the job.

Thank you for your co-operation.

POSITION DETAILS

Department:		Advert Reference No.	
Position Designation:		Location/Section:	

PERSONAL DETAILS

Age Group – please tick to indicate which age group you fall within:

UNDER 18 YEARS OLD

 18 TO 64 YEARS OLD

 65+ YEARS OLD

Please tick the appropriate box to indicate your sex

Sex Female Male

Are you currently in paid employment? YES NO

Please show your ethnic origin by ticking one of the boxes below.

White

Scottish

 Other British

 Irish

Any other White background, please write in:

Mixed

Any Mixed background, please write in:

Asian, Asian Scottish or Asian British

Indian

 Pakistani
 Bangladeshi

 Chinese
 Any other Asian background, please write in:

Black, Black Scottish or Black British

Caribbean

 African
 Any other Black background, please write in:

Other ethnic background

Any Other background, please write in:

Are you an employee of Glasgow City Council? YES NO

Do you consider yourself to have a disability? YES NO

Where did you see this post advertised?