# LGA application template

Please note that you can only submit one application per vacancy.

## Job detail section

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| --- | --- |
| Job detail | Position job title |
| Please confirm which position you are applying to |  |

## Personal details section

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| --- | --- |
| Application details | Your information |
| Title | Mr / Miss / Ms / Dr / Mx / Cllr / Other |
| Legal forename |  |
| Preferred forename |  |
| Middle name |  |
| Surname |  |
| My name is pronounced |  |
| My pronouns are | Choose an item. |
| If your personal preference is not listed, please confirm your personal preference here. |  |
| Home Address   * Address * City/Town * County * Postcode |  |
| Contact Email |  |
| Contact Number |  |
| Where did you hear about this vacancy? |  |

## References section

Please provide two references, one from your current employer and your second (most recent) employer.

Please give the names, position and email address of your chosen referees.

If this is your first employment, you can provide a referee from an educational institution. We cannot accept references from relatives and or friends.

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| --- | --- |
| Application details | Your information |
| Referee (1) |  |
| Name |  |
| Position |  |
| Organisation |  |
| Work email address |  |
| Referee (2) |  |
| Name |  |
| Position |  |
| Organisation |  |
| Work email address |  |
| Can references be taken up prior to your interview? | Choose an item. |

## Assessment questions

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| **What has motivated you to apply to work for the Local Government Association?** (250-word limit) |
|  |
| **Which one of the LGA values do you most identify with and why?** (250-word limit) |
|  |
| **In the job advert for this role, we have outlined the key person specification items that we would like you to refer to, to show how your skills and experience relates to them. Please provide a supporting statement demonstrating your suitable skills and experience.** |
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## Additional information section

The LGA aims to promote equality of opportunity for all with the right mix of talent, skills and potential. The LGA welcomes applications from diverse candidates. Criminal records will be considered for recruitment purposes only if the conviction is relevant. You will not be asked to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from employment. This will depend on the circumstance and background to your offences.

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| Application details | Your information |
| Do you have any unspent criminal convictions? | Choose an item. |
| If yes, please give details including offence, sentence and date: |  |
| Is there any relevant court action pending against you? | Choose an item. |
| Are you related to either a member or employee of the LGA? | Choose an item. |
| If yes, please give details: |  |
| If you are offered this role, will you have any other employment? | Choose an item. |
| If yes, please give details including employer, number of hours per week and the nature of the work: |  |
| If applicable, please state your Local Government Continuous Service (including organisation(s) and start and end dates) |  |

## Equal opportunities section

Please note that this information will be used solely for monitoring purposes and will not be disclosed to anyone involved in the short-listing or appointing purposes to this post.

The LGA is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, sexual orientation, domestic circumstances, race, religion, colour, nationality, ethnic or national origins or disability, or is disadvantaged by conditions and requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated based on their relevant merits and abilities.

To assist the LGA in monitoring the operation of its equal opportunities policy, and for no other reason, please answer the following questions. This information will be removed before your application is passed for shortlisting.

|  |  |
| --- | --- |
| Application Details | Your information |
| **What is your legal gender? (as stated on your passport)**   * Male * Female |  |
| **What do you consider your gender identity to be?**   * Female * Male * Non-Binary * Other/ I prefer to use my own term (please specify) * Prefer not to say |  |
| **Do you consider yourself to be Transgender?**   * Yes * No * Prefer not to say |  |

|  |  |
| --- | --- |
| What is your ethnic group?   * Asian – Bangladeshi * Asian – British * Asian – Chinese * Asian – Indian * Asian – Other Asian * Asian – Pakistani * Black – African * Black – British * Black – Caribbean * Black – Other Background * Mixed – White & Black Caribbean * Mixed – Other Background * Mixed – White & Asian * Mixed – White & Black African * White – British * White – English * White - Irish * White – Northern Irish * White - Other Background * White – Scottish * White – Welsh * Any other Ethnic group * Arab * Other (please specify) * Prefer not to say |  |
| **What are your religious beliefs?**   * No Religion * Buddhist * Christian – all denominations * Hindu * Jewish * Muslim * Sikh * Any other religion or belief (please specify) * Prefer not to say |  |

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| How would you describe your sexual orientation?   * Bisexual * Gay or Lesbian * Heterosexual / Straight * Other (please specify) * Prefer not to say |  |

The Disability Confident scheme replaced the Disability Symbol ‘Two Ticks’ scheme. Under this scheme, we guarantee an interview to anyone with a disability who meets the minimum criteria for the job.

**The Equality Act defines** a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

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| --- | --- |
| Application details | Your information |
| Do you consider yourself to have a physical or mental impairment or disability that has a substantial and long-term adverse effect on your ability to carry out normal day to day activities?   * Yes * No * Prefer not to say |  |
| If yes, would you like your application to be considered under the Disability Confident scheme?   * Yes * No |  |

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| **Other Conditions** - You may not consider yourself to have a disability or impairment as defined under the disability section above, however you may experience a condition that presents at specific times, or for any other reason.  **Do you consider this to be the case for you?**   * Yes * No * Prefer not to say |  |
| If you answered yes in the Disability or Other condition sections, which best describes your impairment, disability or condition. Please confirm all that apply:   * Learning disability * Long standing illness * Sensory impairment * Mental health condition * Physical impairment * Other (please specify) * Prefer not to say |  |
| We are committed to supporting young people leaving care into employment. If you are a care leaver (A care leaver is a young person aged 16- 25 who has been looked-after for at least 13 weeks in total since the age of 14). You meet the essential criteria for the job, we guarantee you an interview. Please indicate if you are a care leaver?   * Yes * No * Prefer not to say |  |

|  |  |
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| Are you a person who is care-experienced? (The term care-experienced refers to anyone who has been or is currently in care or from a looked-after background at any stage in their life, no matter how short, including adopted children who were previously looked-after)   * Yes * No * Prefer not to say |  |
| Please note that a carer is anyone who has the responsibility of caring for family member (including children), partner or friend who needs help because of their illness, frailty, disability, mental health condition or an addiction and cannot cope without the support. The care given is unpaid.  **Do you have caring responsibilities?**   * Yes * No   Prefer not to say |  |
| Date of Birth - (DD/MM/YYYY) | Click or tap to enter a date. |
| Marital status |  |

## Declaration section

* Under Section 8 of the Asylum and Immigration Act 1996 checks will be made on the Work status of all people considered for employment. For those who are short-listed, evidence of eligibility to work in the UK may need to be produced.
* I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination.
* I understand that I may be asked to provide evidence of any academic or professional qualifications listed in the application form.
* I declare that to the best of my knowledge the information submitted in my application and in my accompanying document(s), if applicable, is correct and can be treated as part of my subsequent contract of employment. I understand that misleading statements may be sufficient for cancelling any agreements made.
* I give my consent that all personal details including my application assessments can be shared with relevant third parties, including Authorities, training providers and professional bodies.
* I confirm that I have the right to work in the UK without the need of a sponsorship visa.

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| Your signature  (electronic signature accepted) | Date |
|  | Click or tap to enter a date. |