

London Borough of Croydon

Application form

The application form is made up of the following 9 sections and you should complete each section as directed below

**Section 1 Main details Mandatory**

**Section 2 Experience Mandatory**

**Section 3 Education details Mandatory**

**Section 4 Qualifications If applicable**

**Section 5 Courses taken If applicable**

**Section 6 References Mandatory**

**Section 7 Supporting statement Mandatory**

**Section 8 Additional information Mandatory**

**Section 9 Application declaration Mandatory**

If you have any queries relating to this form you can email [careers@croydon.gov.uk](mailto:careers@croydon.gov.uk) or contact the recruitment team on

020 8667 8337

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1**  **Main details**: Please provide your personal details along with your most current employer and job title. Please also specify which vacancy you wish to apply for. | | | | | | | |
| Title: | | Click here to enter text. | | First name | | Click here to enter text. | |
| Surname: | | Click here to enter text. | | Home number: | | Click here to enter text. | |
| Mobile number: | | Click here to enter text. | | Email: | | Click here to enter text. | |
| Address: | | Click here to enter text. | | Address 2: | | Click here to enter text. | |
| City: | | Click here to enter text. | | Postcode: | | Click here to enter text. | |
| Latest job title | | Click here to enter text. | | Latest company name: | | Click here to enter text. | |
| Job applying for: | | Click here to enter text. | | | | | |
| **Section 2**  **Experience**: Please give full details of significant employment. Indicate whether it was full-time, part-time, vacation work or an industrial placement and provide details of specific responsibilities, experience and knowledge gained. You should start with your most recent employment. Continue on a separate document if needed. | | | | | | | |
| **Company:** | | Click here to enter text. | | **Job title:** | | Click here to enter text. | |
| **Start date:** | | Click here to enter a date. | | **End date:** | | Click here to enter a date. | |
| **Brief description**  **of duties:** | | Click here to enter text. | | | | | |
|  | | | | | | | |
| **Company:** | | Click here to enter text. | | **Job title:** | | Click here to enter text. | |
| **Start date:** | | Click here to enter a date. | | **End date:** | | Click here to enter a date. | |
| **Brief description**  **of duties:** | | Click here to enter text. | | | | | |
|  | | | | | | | |
| **Company:** | | Click here to enter text. | | **Job title:** | | Click here to enter text. | |
| **Start date:** | | Click here to enter a date. | | **End date:** | | Click here to enter a date. | |
| **Brief description**  **of duties:** | | Click here to enter text. | | | | | |
|  | | | | | | | |
| **Company:** | | Click here to enter text. | | **Job title:** | | Click here to enter text. | |
| **Start date:** | | Click here to enter a date. | | **End date:** | | Click here to enter a date. | |
| **Brief description**  **of duties:** | | Click here to enter text. | | | | | |
| **Section 3**  **Education details**: Please enter the names of any schools, colleges and/or universities you have attended. Continue on a separate document if needed. | | | | | | | |
| **Name of School/College attended:** | | Click here to enter text. | | **Start date:** | | Click here to enter a date. | |
| **End date:** | | Click here to enter a date. | |
| **Name of college or university attended:** | | Click here to enter text. | | **Start date:** | | Click here to enter a date. | |
| **End date:** | | Click here to enter a date. | |
| **Name of college or university attended:** | | Click here to enter text. | | **Start date:** | | Click here to enter a date. | |
| **End date:** | | Click here to enter a date. | |
| **Section 4**  **Qualifications**: Please input all the exams you have taken from GCSE upwards and the grades you were awarded, including fails and results. For non-UK qualifications please give the original results, not the UK equivalents. | | | | | | | |
| Click here to enter text. | | | | | | | |
| **Section 5**  **Courses taken**: Please give full details of any relevant courses you have attended. | | | | | | | |
| Click here to enter text. | | | | | | | |
| **Section 6**  **References**: Please provide at least two references from your current or previous employer. Personal references are not acceptable. Continue on a separate document if needed. | | | | | | | |
| First name: | | | Click here to enter text. | Surname: | | | Click here to enter text. |
| Organisation: | | | Click here to enter text. | Job title: | | | Click here to enter text. |
| Email: | | | Click here to enter text. | Telephone number: | | | Click here to enter text. |
|  | | | | | | |  |
| First name: | | | Click here to enter text. | Surname: | | | Click here to enter text. |
| Organisation: | | | Click here to enter text. | Job title: | | | Click here to enter text. |
| Email: | | | Click here to enter text. | Telephone number: | | | Click here to enter text. |
|  | | | | | | |  |
| First name: | | | Click here to enter text. | Surname: | | | Click here to enter text. |
| Organisation: | | | Click here to enter text. | Job title: | | | Click here to enter text. |
| Email: | | | Click here to enter text. | Telephone number: | | | Click here to enter text. |
| **Section 7**  **Supporting statement:** Please refer to the job description and person specification and give details of how your experience and skills specifically meet each of the requirements on the person specification. This section is essential and failure to complete this section may render your application invalid. | | | | | | | |
| Click here to enter text. | | | | | | | |
| **Section 8**  **Additional information**: Please answer either **yes** or **no** to the following two questions. | | | | | | | |
| Do you have a personal/family relationship with anyone currently working for Croydon Council or with a Croydon Councillor? | | | | | Click here to enter text. | | |
| Do you consider yourself to have a disability as defined in the Equality Act 2010? Under this legislation, the term 'disability' covers both physical and mental impairments that have a substantial and long-term (i.e. has lasted or is expected to last for at least 12 months) effect on the person's ability to carry out normal day-to-day activities. Croydon Council is a supporter of the Two Ticks scheme. Any declarations relating to disability may also be used for employment monitoring purposes to strengthen our commitment to a diverse workforce. | | | | | Click here to enter text. | | |
| **Section 9**  **Application confirmation**: **Declaration**  I consent to the use of this information as outlined above. I declare that, to the best of my knowledge, the information provided on this form and any additional documentation sheets are true, accurate and complete. I understand that the withholding of any relevant information or any false declarations may lead to the withdrawal of an interview, a job offer or termination of employment.  The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend Croydon Council against a legal challenge to the fairness of the selection process from any interested party. The information you submit will normally be kept on the Council's personnel records for six months if you are not short listed (longer if an employment tribunal application is received). After this time information held about you will be destroyed. However, if you are successful and employed by the Council, this information will be used as part of your personnel record and will be held on paper or electronically. This authority is under a duty to protect the public funds it administers and may use the information you have provided on this form within the Council for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.  **Please be aware that by completing the section below you confirm that you have read and understood this declaration.** | | | | | | | |
| **Full name:** | Click here to enter text. | | | | | | |
| **Date:** | Click here to enter a date. | | | | | | |