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**Kickstart Scheme**

**Shropshire Council 2021: Application Form**

***Please ensure that you complete all sections of the application form accurately. Once completed, please return to*** [***upskill@shropshire.gov.uk***](mailto:upskill@shropshire.gov.uk)***. If you have any issues returning your application form, please telephone 01743 258521.***

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| **Section 1 – Personal Details** | |
| **Which position/positions are you applying for?** |  |

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| **Title:** | **First Name:** | **Surname:** |
| **Known as First Name:** | **Date of Birth:** | **Contact Telephone No.:** |
| **Email Address:** | | |
| **Address Line 1:** | **Address Line 2:** | **Town:** |
| **County:** | **Post Code:** |  |

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| **Section 2 – Employment Previous**  **Please detail your employment history below (if applicable)** | |
| **Job Title** |  |
| **Employer Name** |  |
| **Employer Address** |  |
| **Summary of Main Duties/Responsibilities** |  |
| **Date Employment Started** |  |
| **Date Employment Ended** |  |
| **Reason for Leaving** |  |

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| **Job Title** |  |
| **Employer Name** |  |
| **Employer Address** |  |
| **Summary of Main Duties/Responsibilities** |  |
| **Date Employment Started** |  |
| **Date Employment Ended** |  |
| **Reason for Leaving** |  |

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| **Job Title** |  |
| **Employer Name** |  |
| **Employer Address** |  |
| **Summary of Main Duties/Responsibilities** |  |
| **Date Employment Started** |  |
| **Date Employment Ended** |  |
| **Reason for Leaving** |  |

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| **Section 3 - Education and Qualifications** | | |
| Please give details of all academic qualifications achieved. **Start with the highest level achieved**. | | |
| Date | Qualifications gained or pending, and subject | Grade obtained |
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| **Section 4 - Application Form Questions** |
| **Question 1. Please tell us why you have applied for this role with Shropshire Council? Min. 300 word – Max 500 words** |
| **Answer:** |
| **Question 2. Why would you be the best candidate for this role? Min. 300 word – Max 500 words** |
| **Answer:** |
| **Question 3. What are the key skills and attributes you want to develop during this placement? Min. 300 word – Max 500 words** |
| **Answer:** |

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| **Do you have a full current driving license - Yes or No? If Yes, please provide the type of license.** |  |
| **Do you have a car available for work - Yes or No?** |  |
| **Are you related to any elected member or employee of the council - Yes or No? If yes, please provide the name and your relationship to them.** |  |
| **Do you have any criminal convictions, cautions, reprimands or final warnings or any pending prosecutions that you are required to declare?** |  |
| **Do you consider yourself to have a disability? Yes or No?**  **If yes, please detail if we would need to make any special arrangements for you if were successful in applying for this post.** |  |

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| **References** |
| Please provide the contact details of at least two people who would be willing to give you a reference if we contacted them. This cannot be your work coach. You may want to consider people in a professional capacity i.e. previous employer, teacher, personal advisor etc. We may need contact details for DBS checks.  **Referee 1**  **Name:**  **Relationship with referee:**  **Contact Email Address:**  **Contact Telephone No:**  **Referee 2**  **Name:**  **Relationship with referee:**  **Contact Email Address:**  **Contact Telephone No:** |

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| **Your Signature:** |
| I confirm that, to the best of my knowledge, the details provided in this application are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the potential withdrawal of any offer for Kickstart Placements at Shropshire Council. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation  Signature of Applicant: Date: |

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| **Privacy Statement:** |
| **How do we collect information from you and for what purpose?**  The information collected is used to check employment eligibility and shortlisting for Kickstart Placement Recruitment.  **Who do we share this information with?**  We will share the details you provide in this form with the recruiting line manager and payroll team (if successful). We will use the monitoring information for strategic reporting.  Monitoring information collected may also be shared with the DWP as the regulators of the Kickstart Scheme.  We will not sell or rent your information to third parties. We will not share your information with third parties for marketing purposes.  **Further information**  For further details as to how the Council uses your information please see our full privacy notice, which can be found on our website here: <https://www.shropshire.gov.uk/privacy/your-privacy/> |