

APPLICATION FORM

CONFIDENTIAL

THIS FORM HAS BEEN DESIGNED WITH THE AIM OF GIVING YOU, AS A CANDIDATE FOR EMPLOYMENT, THE BEST OPPORTUNITY TO PRESENT YOUR SKILLS AND ABILITIES. PLEASE USE BLACK INK, **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE. A COVERING LETTER IS NOT USUALLY REQUIRED. THE EQUAL OPPORTUNITIES FORM SHOULD BE RETURNED SEPARATELY IN THE ENVELOPE PROVIDED.

PERSONAL DETAILS			
Forename(s):		Surname:	
Address:			
		Postcode:	
Telephone:		Mobile:	
<u>Next of Kin</u>			
Forename(s):		Surname:	
Address:			
		Postcode:	
Daytime telephone number:			
<i>[Only include the following questions if required for role]</i>			
<i>Please delete as appropriate:</i>			
Do you have a current valid driving licence?	YES	NO	
Do you have access to a car?	YES	NO	
If you have a driving licence is it:	PROVISIONAL	FULL	HGV
<u>Details of position applied for</u>			
How did you learn of this vacancy?			

DESCRIBING YOU

Please tell us why you are interested in the post and what skills and personal qualities you have to enable you to work successfully in this role.

EDUCATION DETAILS

Please give details of all secondary education including examinations taken (with results).

<u>Schools / Colleges</u>	<u>Courses / Exams</u>	<u>Qualifications / Grades obtained Date</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

State any other achievements during education:

Please be prepared to provide certificates of pass. etc.

FURTHER/HIGHER EDUCATION DETAILS

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.)

<u>University / FE College</u>	<u>Courses / Exams</u>	<u>Qualifications obtained Grade Date</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

Please be prepared to provide certificates of pass. etc.

PUBLIC OR VOLUNTARY COMMITMENTS

Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed.

Are you related to any member of the Council?

Yes No

EMPLOYMENT DETAILS

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards.

CURRENT/LAST EMPLOYER

Name: _____

Address: _____

Postcode: _____

Contact for reference: _____ Telephone: _____

Please note that we will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact ALL named referees.

May we contact your current employer for a reference? YES NO

Position(s) held: _____ Salary / Wage: _____

Outline of duties/key achievements: _____

Reason for leaving: _____

Notice period: _____

Does your current contract of employment contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left?

YES NO

If YES please supply a copy of your contract of employment

PREVIOUS EMPLOYER (1)

Name: _____

Address: _____ Postcode: _____

Contact for reference: _____ Telephone: _____

May we contact for a reference: YES NO

Position(s) held: _____ Salary/Wage: _____

Outline of duties/key achievements: _____

Reason for leaving: _____

PREVIOUS EMPLOYER (2)

Name: _____

Address: _____

Postcode: _____

Contact for reference: _____

Telephone: _____

May we contact for a reference:

YES

NO

Position(s) held: _____

Salary / Wage: _____

Outline of duties/key achievements:

Reason for leaving: _____

Please continue on a separate sheet of paper if necessary

RIGHT TO WORK IN UK

Are you legally entitled to work in the UK?

YES

NO

We will require evidence of this prior to commencing employment

CRIMINAL RECORD

Have you ever been convicted of a criminal offence?

YES

NO

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details:

INTERESTS, HOBBIES AND SPORTS

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

HEALTH

Do you require any reasonable adjustments for the interview and selection process?

YES

NO

If YES, please give details:

DATA PROTECTION

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed: _____ Date: _____

UNDERTAKING

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed: _____ Date: _____

Note: We are an equal opportunities employer and will not tolerate discrimination in any form.