

All information is given and treated in confidence

APPLICATION FOR EMPLOYMENT



St Edmundsbury
BOROUGH COUNCIL

Please answer all the questions and ensure you complete the form fully.
Responses should not be replaced by reference to C.V.

JOB DETAILS

Job you are applying for

Post No. Grade Directorate

PERSONAL DETAILS

Surname Title

Other names (*in full*) NI No.

Any previous surname

Address (*including postcode*)

<input type="text"/>	Home phone no:
	Work phone no:
	Mobile phone no:
	Email address:
<input type="text"/>	Postcode

Are you a car owner? Yes No

Do you hold a full current UK driving licence? Please give details of type, e.g. ordinary, provisional, LGV

Yes No Type

Give details of any current endorsements on your driving licence

When would you be available to start work?

Are you related to any Councillor or employee of St Edmundsbury Borough Council? Yes No

If yes please give details

HEALTH

Please give details of health record during the last 3 years, including any serious illnesses/accidents, i.e. number of days. NB all successful candidates will be required to complete a declaration of fitness and may be required to undergo a medical examination.

Are you required to have a permit to work in the UK?
If so, do you have a permit?

Yes No

Yes No

EDUCATION AND QUALIFICATIONS (You will be required to produce certificates/confirmation of examination results at interview)

Secondary Education (GCE, GCSE, OCR/RSA etc.)

Schools attended since age 11	Qualification/Level	Subject	Results/Grade	Date taken

FURTHER AND HIGHER EDUCATION (Degree, BTEC, NVQ etc. NB include current study, if any)

College/University	Full/Part time	Qualification/Level	Subject	Results/Grade	Date taken

DETAILS OF ANY COURSES OR OTHER TRAINING (e.g. short courses, first aid, safe handling of substances, time management etc.)

Type of Course	Provider/Organiser	Dates	Qualification achieved (if any)

PROFESSIONAL AND MANAGEMENT QUALIFICATIONS (please include current study, if any)

Name of Institution	Type of Membership	Membership No.	Examinations and date or election date

EMPLOYMENT (please detail all employments (including self-employment, voluntary work experience))

PRESENT EMPLOYMENT (or last employment if not currently employed)

Employer's name and location	Job title and brief description	Dates From To	Current/final salary package (or hourly rate) and where applicable reason for leaving

PREVIOUS EMPLOYMENT (most recent first)

Employer's name and location	Job title and brief description	Dates From To	Final salary package (or hourly rate) and reason for leaving

Any periods which are unaccounted for in previous sections should be detailed here

--

ADDITIONAL INFORMATION

Please feel free to use this space to state your reasons for applying for this post, relating your skills, experience and personal qualities to the requirements of the job.

Surname

Initials

Job you are applying for

Job/Post No.

REFERENCES (please give the names, full postal addresses and telephone numbers of two people from whom references can be sought. At least one should be your present or last employer (or present/last educational establishment if there has been no employer). References will only be requested for interview purposes.

Telephone No. May we ask for this reference if you are shortlisted for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Telephone No. May we ask for this reference if you are shortlisted for interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

As part of this Authority's fidelity bonding arrangement, it is a requirement of the insurance company to verify all periods of employment/unemployment for three years prior to appointment.

PREVIOUS CONVICTIONS (if your application is in respect of a position which involves the supervision of, caring for, or otherwise connected with those occupations which are exempt from the Rehabilitation of Offenders Act, 1974, under the ROA 1974 (Exemptions) Order, 1975, **e.g. children (under the age of 18), the elderly, you are required to declare any convictions for criminal offences)**

For other jobs only those convictions which are considered "unspent" need to be declared.

Details of Convictions or any cases pending (please state n/a if appropriate)

In addition, for positions involving direct access to children, St Edmundsbury may need to carry out a criminal records bureau check of criminal convictions. In this case you will be required to complete an authorisation form.

DECLARATION

If this form is submitted electronically, you will be asked to sign this form at interview. Before submitting this form please note:

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations which handle public funds.

I declare that to the best of my knowledge the information given in this form is complete and accurate. I understand that the canvassing of any Councillor or employee of the Borough Council, or giving any false information or omitting to give information, may make me ineligible for recruitment or liable to dismissal after employment.

Signed Date

<p>Please return completed application form to:</p> <p>Recruitment – Human Resources Borough Offices Angel Hill Bury St Edmunds IP33 1XB</p> <p>NB Forms will not be acknowledged unless accompanied by a stamped addressed envelope.</p>	<p>FOR OFFICE USE ONLY</p> <p>Form received:</p> <p>Interview: Yes/No</p> <p>Attendance confirmed:</p> <p>Refs requested:</p> <p>Result:</p>
---	---

All information given in this form is strictly confidential and will not be considered in any way during the recruitment selection process.



St Edmundsbury
BOROUGH COUNCIL

JOB APPLICATION SURVEY FORM

St Edmundsbury Borough Council is committed to Equal Opportunities in employment. Designing and implementing procedures to ensure that potential and present employees are given fair and equitable treatment regardless of gender, ethnic origin, marital status, disability, sexual orientation, faith or age is part of that commitment.

To help us monitor the effectiveness of these procedures it is important that you provide the information requested on this survey form.

If you have reason to believe that you have not been fairly treated, and possibly discriminated against (either directly or indirectly), on grounds of gender, ethnic origin etc. during our recruitment process, you should inform the Head of Human Resources and Organisational Development. A full investigation will be carried out and you will be advised of the result.

Job you are applying for

Job/Post No.

Surname

Initials

Date of birth

Age

Where did you see this job advertised?

Please state publication (which publication) or website (which website)

Please tick appropriate box

SEX

Female

Male

MARITAL STATUS

Married

Single

Other

(e.g. widow/widower/divorced/separated)

ETHNIC ORIGIN

What is your ethnic group?

Please tick one category

White British	
White Irish	
White - any other background, <i>please write in:</i>	
Mixed White and Black Caribbean	
Mixed White and Black African	
Mixed White and Asian	
Mixed - any other mixed background, <i>please write in:</i>	
Asian or Asian British Indian	
Asian or Asian British Pakistani	
Asian or Asian British Bangladeshi	
Asian - any other background, <i>please write in:</i>	
Black or Black British Caribbean	
Black or Black British African	
Black or Black British - any other background, <i>please write in:</i>	
Chinese	
Any other background, <i>please write in:</i>	

Cont.

DISABLEMENT

Do you have a health concern or disability relevant to your employment? Yes No

A disability is defined by the Disability Discrimination Act as follows: *'a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'*.

Do you meet this definition of disability? Yes No

Nature of disability

Would you require any specialised aids/support to:-

(a) enable you to attend a fair interview?

(b) assist you in carrying out your duties?

Thank you for taking the time to help in our monitoring process.

