

APPLICATION FOR EMPLOYMENT

Please note:

Application forms are confidential. When we are short listing applications we will only use the information you give us on Form B.

We will hold on to application forms from unsuccessful applicants for 6 months and, unless you ask us not to, we may contact you about other vacancies.

Application for the post of: Post number:

Your Details

National Insurance Number

Title.....Last NameFirst Name(s).....

(How do you wish to be addressed? – first name)

Address (including post code)

.....

.....

.....

Telephone numbers Work

Home

Mobile

Email address

Your preferred method of contact

Have you the right to work in the UK? Yes ☐ No ☐

Do you have a car available for work? Yes ☐ No ☐

Do you hold a current driving licence? Yes ☐ No ☐

Details of driving licences held
 (For example, provisional, full or H.G.V.)

Details of any previous motoring offences

South Holland District Council is an equal opportunities employer and welcomes applications from all sections of the community. If you are disabled, please let us know if you have any special requirements relating to interview arrangements:

.....

.....

State the number of days absence through illness/injury in the last two years. Please explain any single periods of absence which have lasted more than ten days.

1

Do you have a close personal relationship with any South Holland District Council Councillors or Employees? Yes No

If yes, please provide name and position.....

Criminal convictions

Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders Act 1974?

Yes ☐ No ☐ If yes, please provide details, and if necessary continue on separate sheet.

If applying for a position which involves working with children or vulnerable adults ALL convictions / cautions must be declared (regardless of whether deemed as spent).
If yes, please provide details; if necessary continue on separate sheet.

Failure to declare convictions / cautions may result in cancellation of any job offer. All such information will be treated in the strictest confidence and only taken into consideration if strictly relevant.

Allegations and disciplinary action in relation to working with children

If you have been subject to disciplinary action if there have been allegations made in relation to your working with children, this must be disclosed. Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. All such information will be treated in the strictest confidence and only taken into consideration if strictly relevant.

Have you been the subject of an allegations or disciplinary action in relation to working with children?

Yes ☐ No ☐ If yes, please provide details relating to the nature of the allegation and the date and / or the Disciplinary action and the date, if necessary continue on separate sheet.

Referees

The Council's fidelity insurance requires us to obtain one written reference from your current or most recent employer. If this reference covers a period of less than three years, a further reference, from the employer prior to your current or most recent employer is required.

If you are a student, school leaver, returning parent or currently unemployed, please provide us with contact details of two character referees (not relatives). For students and school leavers, one of these referees must be from your school, college or university.

Please tick here if you are happy for us to take up references prior to interview, if you are short listed. Otherwise we will only contact your referees if you are offered a ☐ post.

Please note that if you are applying for a position whose duties involve working with children and vulnerable adults, the Council will seek to take up references prior to interview. If you strongly object to us doing this please indicate by placing a tick in this box. ☐

Name.....

Telephone number.....

Address.....

.....

How is this person known to you?.....

Name.....

Telephone number.....

Address.....

.....

How is this person known to you?.....

Please send your completed application form to:

**HR Operations Support, South Holland District Council,
Council Offices, Priory Road, Spalding, Lincolnshire PE11 2XE**

Telephone: 01775 761161

Fax: 01775 711253

Website: www.sholland.gov.uk

Email: jobs@cpbs.com

All completed application forms must reach us by the first post on the published closing date. If you are not invited for interview within 4 weeks of the published closing date, please assume that your application has not been successful.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see <http://www.sholland.gov.uk/council/fraud/corporate#nfi> or Customer Services South Holland District Council on 01775161161.

For our use		
Invite for interview	Interview Venue	Personal ID
Reference 1	Date	Invite for interview
Reference 2	Time	
Regret	Offer –	yes no
	Commencing date	
	Commencing salary	

Form B
SECONDARY EDUCATION from age 11

School/s attended	Subject studied	Level / Grades

FURTHER OR HIGHER EDUCATION

Place of Education	Subjects studied	Level / Grades

OTHER TRAINING (e.g. Management, In-Service Professional, etc)

College/Institute/ other name	Subjects studied	Qualifications/level achieved

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

Professional Body	Status of Membership	Membership by exam? Yes/No	Date acquired

EMPLOYMENT HISTORY

APPOINTMENTS IN REVERSE ORDER (Dates should indicate day, month and year)

1. PRESENT (OR LAST) EMPLOYER	DATES OF EMPLOYMENT	JOB TITLE	GRADE/GROSS SALARY

MAIN DUTIES

FULL TIME		PART TIME		PERIOD OF NOTICE REQUIRED	
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REASON FOR LEAVING

2. PREVIOUS EMPLOYER	DATES OF EMPLOYMENT	JOB TITLE	GRADE/GROSS SALARY

MAIN DUTIES

FULL TIME		PART TIME		
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REASON FOR LEAVING

EMPLOYER	DATE OF EMPLOYMENT	JOB TITLE	REASON FOR LEAVING
3.			
4.			
5.			
6.			
If applicable please give dates when your local government service commenced:			
Are you computer literate? Please states Yes or No.			
If yes, which applications are you familiar with?			

Applicant's Statement

Please tell us how well you match the person specification using any relevant experience gained from your current or previous employment, as well as drawing on any skills from community, voluntary work or leisure interests. **Please make sure that you address all of the points marked 'A' on the person specification in your applicant's statement. Try and work through each point logically detailing how you meet the specified criteria. Failure to do so may result in you not being invited to an interview.**

Please continue overleaf if necessary

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by or on behalf of South Holland District Council relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that all the information on this form is true and correct. I understand that any false statement or omission will normally lead to my dismissal if appointed to this post.

Signature_____ Date_____

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

For our use

Personal ID	Job ref no.
.....

EQUAL OPPORTUNITIES MONITORING

We are committed to building a workforce that reflects the diversity of the local community, improving access to careers within the council. The following questions are optional and we would be grateful if you would complete them to help us monitor fairness and equality. All information given will remain confidential. We will not use personal information such as name or address when analysing the information you provide.

The following information will be used only for this purpose; it will be separated from the job application.

Full name: Date of birth:

Post applied for:

Please tick appropriate boxes

Age

Q1 What age group do you fall into?

18 or below	<input type="checkbox"/>	35-44	<input type="checkbox"/>	65-74.....	<input type="checkbox"/>
19-24.....	<input type="checkbox"/>	45-54	<input type="checkbox"/>	75+.....	<input type="checkbox"/>
25-34.....	<input type="checkbox"/>	55-64	<input type="checkbox"/>		

Gender

Q2 Are you male or female?

Female ☐ Male ☐

Disability

Q3 Do you consider that you have a disability under the Equality Act?*

No ☐ Yes..... ☐

* The definition of disability according to the Equality Act 2010 is: "A physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities". (Long term means more than 12 months). This definition would cover long-term illnesses such as cancer and HIV or mental health.

Religion

Q4 What is your religion or belief?

Prefer not to state.....	<input type="checkbox"/>	None	<input type="checkbox"/>
Christian (Includes Catholic, Anglican, etc)	<input type="checkbox"/>	Sikh.....	<input type="checkbox"/>
Hindu.....	<input type="checkbox"/>	Other (please tick and write below)	<input type="checkbox"/>
Muslim.....	<input type="checkbox"/>		
Please indicate			

Race & National Origin

Q5 **What is your race and national origin? (examples include: White British, Black African, British Asian, Chinese, Gypsy, Latvian, Indian, Indian, Polish, Travellers, etc.)**

Do not wish to state..... ☐

Please indicate

Marriage Status & Civil Partnerships

Q6 **Which of the following characteristics reflect your relationship status? (tick one only)**

Prefer not to state..... ☐ Married ☐ Widow / Widower ☐

Civil Partnership..... ☐ Separated..... ☐

Divorced..... ☐ Single ☐

Sexual Orientation

Q7 **What is your sexual orientation?**

Prefer not to state..... ☐ Heterosexual (straight)..... ☐

Bi-sexual ☐ Lesbian ☐

Gay ☐ Other (please tick and write below) ☐

Please indicate

Misc.

Q8 **How did you first hear about this vacancy?**

Job Centre ☐ SHDC Noticeboard ☐

SHDC Website ☐ Word of Mouth ☐

Other Website (please name) ☐ Local Press (please name)..... ☐

National Press/Publication (please name)..... ☐ Other (please name) ☐