

CONFIDENTIAL**EREWASH****EMPLOYMENT APPLICATION**

POST REFERENCE NO:

POST APPLIED FOR:

NOTES FOR APPLICANTS:

1. Before completing this Application, please read the guidance notes in the enclosed booklet.
2. Please complete ALL sections in black ink or type and return to: **Erewash Borough Council, Personnel Services, The Civic Centre, Derby Road, Long Eaton, Derbyshire, NG10 1HU** before the closing date shown or **e-mail to:** jobs@erewash.gov.uk
3. A C.V. alone will not be accepted.
4. In the interest of economy, receipt of your application will not be acknowledged unless you enclose a stamped addressed envelope.
5. If you have not been contacted with regard to your application within four weeks of the stated closing date, you can assume that it has been unsuccessful.
6. **This page of the application form, together with the Equal Opportunities monitoring information, will be removed prior to the short listing process.**

PERSONAL INFORMATION

SURNAME:

INITIALS:

ADDRESS:

POSTCODE:

TELEPHONE NUMBER (DAY/WORK):

TELEPHONE NUMBER (EVENING):

MOBILE NUMBER:

E-MAIL ADDRESS:

May we contact you at work, with discretion?

YES NO

Do you have any special requirements which we can help you with in order to make the application process easier for you?

National Insurance Number:

Do you require a work permit?

YES NO

Where did you hear about this vacancy?

EQUAL OPPORTUNITIES MONITORING INFORMATION

Erewash Borough Council recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

The information provided in this section is for monitoring purposes only and will only be used for equality monitoring and not part of the shortlisting process.

GENDER (please indicate)		<input type="checkbox"/> Male	<input type="checkbox"/> Female
To which ethnic group do you belong? Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.			
A. WHITE			
<input type="checkbox"/> British	<input type="checkbox"/> Irish	<input type="checkbox"/> Any Other White Background	
B. MIXED			
<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> White & Black African	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Any other Mixed Background
C. ASIAN OR ASIAN BRITISH			
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Asian Background
D. BLACK OR BLACK BRITISH			
<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Any other Black Background	
E. CHINESE OR OTHER ETHNIC GROUP			
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other Ethnic Group*		
*Please Specify			
To which Age Band do you belong			
<input type="checkbox"/> 16-19	<input type="checkbox"/> 20-24	<input type="checkbox"/> 25-29	<input type="checkbox"/> 30-34
<input type="checkbox"/> 35-39	<input type="checkbox"/> 40-44	<input type="checkbox"/> 45-49	<input type="checkbox"/> 50-54
<input type="checkbox"/> 55-59	<input type="checkbox"/> 60-65	<input type="checkbox"/> 65+	
Do you consider yourself to be disabled? (The Disability Discrimination Act 1995 states that "A person has a disability for the purposes of this Act if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities").		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
Would any specialised aids available help you to work more effectively? eg access, signer, speech amplifier		Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If Yes, please specify			
If you wish, you may disclose information about yourself in this section regarding your:			
RELIGION (please indicate)			
<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Sikh	<input type="checkbox"/> Jewish
<input type="checkbox"/> Hindu	<input type="checkbox"/> Muslim	<input type="checkbox"/> All other religions	<input type="checkbox"/> No religion
SEXUAL ORIENTATION (please state)			

REF NO:

(Office Use Only)

EMPLOYMENT RECORD - CURRENT EMPLOYMENT

Please give details of your current employment

EMPLOYER'S NAME AND NATURE OF BUSINESS	POSITION HELD AND MAIN RESPONSIBILITIES	YEARS/ MONTHS IN THE JOB	REASON FOR LEAVING

EMPLOYMENT RECORD - PREVIOUS EMPLOYMENT

Please give details of your previous employment, explaining any periods of unemployment

EMPLOYER'S NAME AND NATURE OF BUSINESS	POSITION HELD AND MAIN RESPONSIBILITIES	YEARS/ MONTHS IN THE JOB	REASON FOR LEAVING

Continue on a separate sheet if necessary

STATEMENT OF APPLICATION

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the Person Specification). You should draw on your experiences from your current and previous roles or from other relevant situations (such as activities outside work)

GENERAL INFORMATION

Current salary and any other benefits	
Notice requirement	
If you are related to any Elected Member or Employee of the Borough Council, please give their name and your relationship to them.	
NOTE: Canvassing of members or senior officers of the Borough Council will be a disqualification	
Are you applying for a JOB SHARE? YES <input type="checkbox"/> NO <input type="checkbox"/>	
How many days sickness have you taken in the last two years? Please list any disability or pregnancy related absences separately .	
How many occasions of sickness absence have you taken in the last two years? Give brief details of any absence of more than 10 days' duration.	
Do you possess a current driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If yes, please state which type of licence is held:	
Do you own or have access to a car/motorcycle? YES <input type="checkbox"/> NO <input type="checkbox"/>	

REFERENCES

Please give details of two referees, **one of whom should be your current/last employer**.

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Telephone Number:	Telephone Number:
E-mail:	E-mail:
May we contact your referees prior to an offer of employment? YES <input type="checkbox"/> NO <input type="checkbox"/>	

CRIMINAL CONVICTIONS

Please give details of any conviction, other than those which are 'spent' under the provision of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

*Please note that certain areas of the Council's work are exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the (exemptions) order 1975. Spent convictions must be declared for applications in relation to the following posts: **Solicitors, Chartered or Certified Accountant.** Any employment in the following establishments: **Sports or Leisure Facilities, Community Centres, Hostels for homeless families, Sheltered Housing Accommodation.***

Criminal Records Disclosures – Certain posts within the Council are subject to a CRB disclosure. The advertisement and recruitment literature will specify if this is the case and the level of disclosure required. **If this is applicable to the post you are applying for, please read and complete this section.** You will be required to make an application to the Criminal Records Bureau for disclosure under the provisions of the Police Act (1997). The authority will confirm your identity at the interview and submit the application to the CRB, paying the necessary fee. The 1997 Police Act allows employers to obtain this information on people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust.

If the post you are applying for is subject to an **enhanced or standard disclosure** you must provide details of all conviction including those spent under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions, reprimands, warnings, investigations or prosecutions pending. If the post you are applying for is subject to a **basic** disclosure you must provide all details of all convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975. Please supply details.

You will not be contracted to commence work until the disclosure record has been received and cleared. Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidates suitability for the post applied for. Failure to disclose any information required of you may result in disciplinary action or dismissal from the Authority.

National Fraud Initiative

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, and on occasions will be required to, share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see the Fair Processing Notice on the Erewash Borough Council Website <http://www.erewash.gov.uk/fairprocessing> or contact the Internal Audit Manager on telephone 0845 9072244 Ext 3531

DECLARATION

Any appointment offered will be on the basis of your application and interview. The employer reserves the right to terminate your employment without notice in the event it is discovered that the information provided was not accurate in some material way.

I confirm that, to the best of my knowledge, the information given on this form is true and accurate to the best of my knowledge. I have read and understood all the questions on this form. I understand that under legislation for a Criminal Records Bureau Disclosure, I will be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record. All of these details can be treated as part of my subsequent Contract of Employment.

I understand that the appointment will be subject to a satisfactory medical examination, references and CRB clearance if relevant.

Signed:

Date:

(NB: if this form is sent electronically you will be required to sign it, if you are shortlisted, at the interview)

All information provided on this form will be dealt with in accordance with the data Protection Act 1984, amended 1998. This information may be computerised and used for administrative purposes within Erewash Borough Council. All personal information held by the Council has to be registered and may only be used and disclosed as described in the Data Protection Register.