



JOB APPLICATION FORM

An Equal Opportunities Employer

IMPORTANT NOTES FOR APPLICANTS:

1. Before filling in this form, please read the additional information for applicants carefully.
2. **Please also read the Council's Privacy Notice for Job Applicants.**
3. Please complete in BLACK ink or TYPE and return to: Erewash Borough Council, Personnel Services, Town Hall, Wharncliffe Road, Ilkeston, Derbyshire, DE7 5RP before the closing date shown or e-mail to: jobs@erewash.gov.uk
4. CVs will not be accepted.
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.

YOU CAN ALSO APPLY ONLINE AT www.erewash.gov.uk

JOB DETAILS

| | | | |
|--------------|----------------------|---------------|----------------------|
| Job Title | <input type="text"/> | Closing Date: | <input type="text"/> |
| Job Location | <input type="text"/> | Job Reference | <input type="text"/> |

PERSONAL DETAILS

| | | | | | | |
|-------------------------|---|---------|----------------------|---|----------------------|----------------------|
| Title | <input type="text"/> | Surname | <input type="text"/> | First names | <input type="text"/> | |
| Previous names (if any) | <input type="text"/> | | | Preferred first name | <input type="text"/> | |
| National Ins No | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | | | Address Postcode | | |
| Telephone | Day | | | | | |
| | Evening | | | | | |
| | Mobile | | | | | |
| | | | | | Email | <input type="text"/> |

May we contact you at work, with discretion? Yes ☐ No ☐

Do you require a work permit? Yes ☐ No ☐

Are you applying for this job under Erewash Borough Councils guaranteed interview scheme for veterans?

Yes ☐ No ☐



EQUAL OPPORTUNITIES MONITORING FORM

The council is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel. There is no obligation for you to complete this Equal Opportunities Monitoring Form. If you do wish to provide information it will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

AGE

Date of Birth:

RACIAL OR ETHNIC ORIGINS

- | | | | | | |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| White British | <input type="checkbox"/> | Mixed background - other | <input type="checkbox"/> | Black Caribbean | <input type="checkbox"/> |
| White Irish | <input type="checkbox"/> | Indian | <input type="checkbox"/> | Black African | <input type="checkbox"/> |
| White - other | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Black background - other | <input type="checkbox"/> |
| White & Black Caribbean | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| White & Black African | <input type="checkbox"/> | Asian background - other | <input type="checkbox"/> | Gypsy or Irish Traveller | <input type="checkbox"/> |
| White & Asian | <input type="checkbox"/> | Arab | <input type="checkbox"/> | Other | <input type="checkbox"/> |

DISABILITY

Do you consider yourself to be disabled? Yes ☐ No ☐

Erewash Borough Council welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.

GENDER

Male ☐ Female ☐ Transgender ☐ Prefer not to say ☐

RELIGION / BELIEF – please tick only one box

- | | | | | | |
|-------------------------------|--------------------------|--------|--------------------------|--------------------------|--------------------------|
| Buddhist | <input type="checkbox"/> | Jewish | <input type="checkbox"/> | No religion or belief | <input type="checkbox"/> |
| Christian (all denominations) | <input type="checkbox"/> | Muslim | <input type="checkbox"/> | Other religion or belief | <input type="checkbox"/> |
| Hindu | <input type="checkbox"/> | Sikh | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

SEXUAL ORIENTATION – please tick only one box

- | | | | | | |
|--------------|--------------------------|----------------------|--------------------------|-----------------------|--------------------------|
| Bisexual | <input type="checkbox"/> | Lesbian or gay woman | <input type="checkbox"/> | Gay man or homosexual | <input type="checkbox"/> |
| Heterosexual | <input type="checkbox"/> | Other | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

HOW DID YOU FIND OUT ABOUT THIS JOB?

e.g. EBC website, other website (please tell us which), reception information screen, professional journal, Job Centre

EMPLOYMENT

Do you work for Erewash Borough Council at the moment?

Yes

☐

No

☐**PRESENT OR MOST RECENT EMPLOYER**

Employer and address

Job title

Annual salary or full time equivalent

Start date

Notice required if working

Reason for leaving and date (if applicable)

Brief details of main duties and responsibilities

PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

| Employer and address | Job title and main duties | Dates | | Reason for leaving |
|----------------------|---------------------------|----------------------|----------------------|----------------------|
| | | from | to | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

| Name of professional body | Membership level | Date joined | Professional registration number/reference |
|---------------------------|------------------|-------------|--|
| | | | |

EDUCATION

Please give details of your education and qualifications.

| Establishment attended | Course title/subject | Qualification(s) or outcome | Dates | |
|------------------------|----------------------|-----------------------------|-------|----|
| | | | from | to |
| | | | | |

PROFESSIONAL AND VOCATIONAL TRAINING

Please give details of any relevant training. This section will not be relevant to some jobs

| Establishment attended | Course | Qualification(s) or outcome | Dates | |
|------------------------|--------|-----------------------------|-------|----|
| | | | from | to |
| | | | | |

SUITABILITY FOR JOB

This is the section that will be used for shortlisting applications. Using the job description and person specification provided, please give details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

REFERENCES

Please give the names and addresses of two people we may contact for work-related references. Your first referee must be your present or most recent employer. If you have not been employed, provide an academic and character reference. Full contact details must be given so that your application is not delayed.

Name of your first referee

Their job title

Their relationship to you e.g. line manager

Organisation and address

Postcode

Email

Telephone

Name of your second referee

Their job title

Their relationship to you e.g. line manager

Organisation and address

Postcode

Email

Telephone

Can we contact your present employer for a reference before an offer of employment is made? Yes ☐ No ☐

Written references will be needed for any candidate who is successful at interview. Please ensure your referees are aware of this, and are happy to provide this information. Referees will be asked for information on disciplinary issues, sickness absence etc. It is your responsibility to make your referees aware that you intend to share their personal details with Erewash Borough Council.

ASSOCIATION WITH A BOROUGH COUNCILLOR OR EMPLOYEE OF EREWASH BOROUGH COUNCIL

Do you have a close association with a Borough Councillor or employee of Erewash Borough Council? Yes ☐ No ☐

If you have answered yes, you are required to declare the name and relationship involved.

| Their name | Their job | Their department | Your relationship |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Please note

Any applicant who directly or indirectly seeks the support of any councillor or officer for any appointment with the council will be disqualified.

DISCLOSURE OF CRIMINAL RECORDS

Please give details of any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

Have you any criminal convictions or are you at present the subject of criminal charges? Yes ☐ No ☐

If yes, please provide details in a sealed envelope marked "Confidential" and bring to interview.

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes ☐ No ☐

If Yes, please give dates and countries

NATIONAL FRAUD INITIATIVE

This council 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 occasion 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 www.erewash.gov.uk/data-protection/fair-processing-notice or contact the Internal Audit Manager on telephone 0115 9072244 x 3531

ADDITIONAL INFORMATION

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

If yes, please state which type of licence is held:

Do you own or have access to a car/motorcycle? Yes ☐ No ☐

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs.

This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview and fully participate in the application process.

DECLARATION

Any appointment offered will be on the basis of your application and interview. I have read and understood all the questions on this form.

I understand that providing misleading or false information will disqualify me from the appointment or may lead to me being dismissed if appointed to the post.

If the vacancy I am applying for requires a DBS disclosure I understand that under legislation for the DBS, I will be asked to agree to a check being made by the DBS about the existence and content of a criminal record.

I declare that the information on this form is true and accurate.

I understand that the appointment will be subject to the satisfactory completion of all pre-employment checks which includes medical assessment, references, right to work in the UK and DBS clearance if relevant.

Privacy Notice

I consent to the information contained in this form, and any other information received by or on behalf of the council relating to my application, being processed by the council in administering the recruitment process and to assist with the prevention and detection of fraud.

I confirm I have read the Council's privacy notice for job applicants.

Signature

Date

If you submit this form electronically, you will be required to sign this declaration if invited to interview.