

Application Form



Applicant ID Number:

(For office use only)

Position Applied For:

Reference Number:

Part B Present Employment/Occupation

Post Title:

Salary:

Name of organisation:

Address of Organisation:

Date appointed to current post:

Date appointed to organisation:

Previous Employment Summary (most recent first)

Employer:	Post title:	Dates (from – to):	Reason for leaving:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Gaps in Employment (if applicable) - please indicate any gaps in employment history and education

From:	To:	Reason:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Education & Training (most recent first)

Institution (school/college)	Qualifications achieved

Relevant Professional Development Activities/Courses Attended in Last Three Years

Course title/activity	Name of provider	Duration

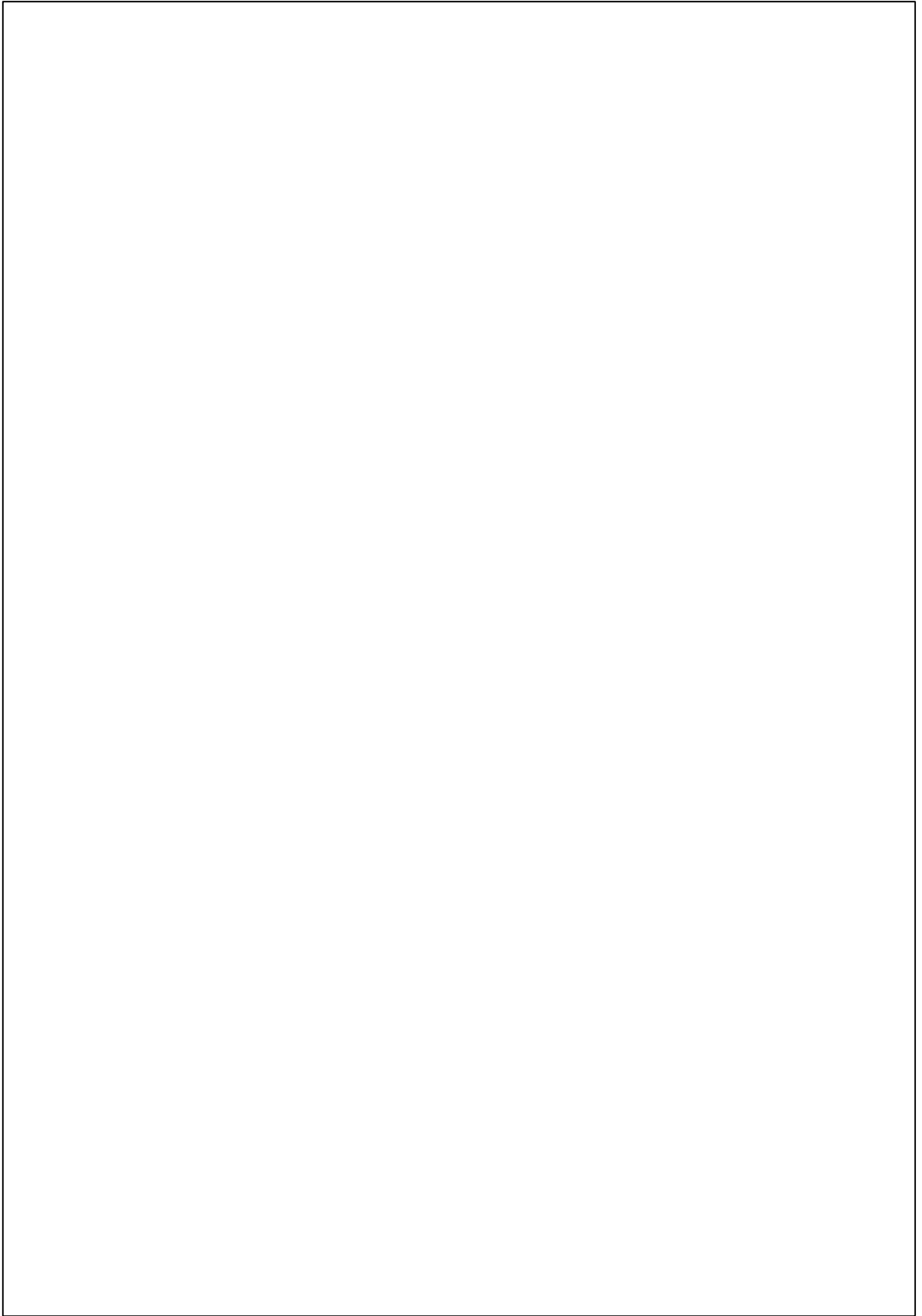
Membership of Professional Bodies or any Honours and Titles Held

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PERSONAL STATEMENT

THIS IS THE MOST IMPORTANT PART OF YOUR APPLICATION

In this section, you are asked to tell us how your knowledge, skills and experience meet the criteria required for this post (as outlined in the Person Specification). You should cross-reference your skills against these criteria using no more than 1,000 words. Make sure you draw on your experience from your current or previous roles, as well as from other relevant situations (such as activities outside work, including voluntary work in the community, experience of organising activities for a club/society or running a home). Please make sure you address each point of the Person Specification and use specific examples and explain how you meet the requirement. The shortlisting panel needs to understand how and why you consider yourself suitable for the job. CVs will not be accepted or passed onto the shortlisting panel.



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Personal Details

These first two pages of the application form will be detached from the rest of the document prior to shortlisting as part of our equal opportunity and diversity based recruitment and selection procedures. After shortlisting, these two pages containing your personal details will become part of the documentation to be used by the panel at interview.

Title: Mr/Mrs/Ms/Miss/Doctor/Other (please indicate in bold)	First name(s):	
Surname:	Address:	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
Tel (day):	Tel (eve):	Tel (mob):
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email:	Ni Number:	
<input type="text"/>	<input type="text"/>	

Brief Health Statement and Personal Information

This information is considered sensitive personal data under the Data Protection Act 1998. It will only be used for the purposes of this recruitment exercise and will be safely disposed of after 12 months if you are not successful in your application for this vacancy.

Please indicate in appropriate box	Yes	No
Have you been absent from work due to sickness or accident in the last year?		
Have you ever been convicted of a criminal offence?		
Are there any criminal charges pending against you?		
Have you ever been refused employment on the grounds of failing a CRB check?		
Have you ever been dismissed for reasons other than redundancy?		
Have you ever been suspended or made subject to disciplinary action?		
Do you require a work permit to live and work in the UK?		
If you answered YES to any of the above questions, please give details in writing and seal it in an envelope marked 'Confidential & Sensitive Information' and enclose it with this application form.		
Do you hold a current, full driving licence?		
Do you hold a current LGV licence?		
If you are invited to interview and have special requirements because for example, of a disability, please contact us beforehand to discuss your needs.		
Current notice period required:	<input type="text"/>	

Equality & Diversity Statement

North Devon District Council is an Equal Opportunity employer. The Council operates policies, which aim to ensure that unfair discrimination does not take place in recruitment. In order to help the Council monitor the effectiveness of these policies and for no other reason, you are asked to provide the information requested below. This information will be anonymous.

This information is confidential and does not form part of your application. This slip will be detached from your application form when it is received and the information will not be made available to staff engaged in the recruitment process.

Advertising Media

Please help us to identify which of our advertising media is the most successful.

Where did you hear about this role? (please indicate as applicable):

Local Newspaper (YES/NO)

Please specify:

National Newspaper (YES/NO)

Please specify:

Website (YES/NO)

Please specify:

Other (YES/NO)

Please specify:

PART C Data Monitoring

Date of birth:

1. Are you Male or Female?

2. Would you describe yourself as Single, Married/civil partnership, Divorced, Widowed?

**3. Do you consider yourself to have a disability under the Disability Discrimination Act 1995?
If yes please state your disability**

4. To which of these groups do you consider you belong? (please indicate yes in one box)

White British	
White Irish	
White - any other White background	
Black or Black British - African	
Black or Black British - Caribbean	
Black or Black British - any other Black background	
Asian or Asian British - Indian	
Asian or Asian British - Pakistani	
Asian or Asian British - Bangladeshi	
Asian or Asian British - any other Asian background	
Mixed - White and Black African	
Mixed - White and Black Caribbean	
Mixed - White and Asian	
Mixed - any other Mixed background	
Chinese	
Any other	
Not known/Not provided	

5. Sexual Orientation

Heterosexual	
Homosexual	
Bisexual	
Do not wish to disclose	

6. Belief

Atheist	
Christian	
Buddhist	
Sikh	
Jewish	
Hindu	
Muslim	
Other	
Do not wish to disclose	

REFERENCES

References may be taken up before interview. If you wish this application to be kept confidential from your current employer, you must indicate this below and provide an alternative referee who is qualified to comment on your work performance. Please note that an offer of employment will not be made without a reference from your current employer.

First Referee (current, or last employer):

Name:

Job title:

Address:

Telephone number:

Email:

May we contact this referee without further reference to you?

Second Referee:

Name:

Job title:

In what capacity do you know the second referee?

Address:

Telephone number:

Email:

May we contact this referee without further reference to you?

Are you related to a Councillor or employee of the Council?

If yes, please give details (Canvassing Councillors or employees of this Council will disqualify this application.):

If you were successful with this application for employment with the Council, would this be your only job?

If no, please give details:

Data Protection

I confirm that all the statements made in this application are true. I also confirm that I hold the academic and professional qualifications I have detailed on page 2 and can produce formal certificates as evidence if required.

I agree that, in accordance with the Data Protection Act 1998, North Devon District Council may hold and use the information about me contained in this application form, including any information which falls within the definition of 'sensitive personal data' under the terms of the Data Protection Act 1998, for the purposes of processing this application and for my personal HR records if an offer of employment is made. If, on this occasion, no offer is made, I agree that North Devon District Council may keep a record of my application for 12 months for audit purposes and to improve its recruitment processes.

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

I understand, that in the event of being shortlisted for interview, I will be required to complete a confidential declaration regarding any criminal conviction deemed as unspent under the Rehabilitation of Offenders Act 1974.*

* There are some posts which are exempt from the Rehabilitation of Offenders Act 1974 and so spent convictions will have to be disclosed along with cautions, reprimands, final warnings and other non-conviction information (including prosecutions).