

# APPLICATION FOR EMPLOYMENT

The Borough Council is moving towards becoming an Equal Opportunities Employer and welcomes applications from all sections of the community.

YOUR PERSONAL DETAILS AND EQUAL OPPORTUNITIES MONITORING INFORMATION WILL BE SEPARATED FROM YOUR APPLICATION AND WILL NOT BE AVAILABLE TO THE SHORTLISTING PANEL. IN ACCORDANCE WITH THE DATA PROTECTION ACT 1998 THE INFORMATION YOU PROVIDE WILL BE USED ONLY FOR THE PURPOSES OF EQUALITY MONITORING AND WILL BE KEPT COMPLETELY CONFIDENTIAL. IF YOUR APPLICATION IS SUCCESSFUL, THE INFORMATION WILL BE TRANSFERRED TO YOUR PERSONAL RECORD HELD ON OUR COMPUTER SYSTEM.

Application for the post of:

Service Area:  Job Ref:

Where did you see the vacancy advertised?

## PERSONAL DETAILS

Surname:  Forename(s):  Title:

Address for correspondence:

Tel / Daytime:

Tel / Evening:

Tel / Mobile:

Email Address:

Date of Birth:  Age:

NI No:

Postcode:

Do you need a work Permit to work in the UK? No  Yes

## DECLARATION

By supplying this information, you consent to it being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made.

I am not subject to any immigration controls or restrictions which prohibit my undertaking work in the UK.

I declare that the information given on these forms is true, complete and accurate. I understand that by deliberately giving false or incomplete answers, I will be disqualified from this post or, in the event of my appointment, may be dismissed without notice.

Signature: <input type="text"/>	Date: <input type="text"/>
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# EQUALITIES / DIVERSITY MONITORING

Pendle Council is committed to providing equality of opportunity for all. To deliver a fair service we need to know who our applicants are and any of the answers you give will help us to provide a better service and eliminate discrimination of any kind.

## GENDER

Are you:

 Female

 Male

## ETHNIC ORIGIN

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated below. Would you describe your ethnic origin as:

### White

 British

 Irish

 Any other White background (please write below)

### Mixed

 White & Black Caribbean

 White & Black African

 White & Asian

 Any other Mixed background (please write below)

### Asian or Asian British

 Indian

 Pakistani

 Bangladeshi

 Kashmiri

 Any other Asian background (please write below)

### Black or Black British

 Caribbean

 African

 Any other Black background (please write below)

### Chinese or other ethnic group

 Chinese

 Any other ethnic background (please write below)

## DISABILITY

The Disability Discrimination Act defines disability as a physical or mental impairment that has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities. This includes anybody with progressive illnesses such as cancer (even if you have fully recovered).

Do you consider yourself to have a disability?

 Yes

 No

If yes, please give brief details of your disability

## GUARANTEED INTERVIEW SCHEME

It is Council policy to interview any candidate with a disability who meets all the essential criteria in the person specification. It will be necessary therefore to pass this information to the shortlisting panel. Please indicate if you require any reasonable adjustments to be made to enable you to fully participate in the selection process (such as wheelchair access, sign language interpreter etc).

## RELIGION

Are you:

 Buddhist

 Christian

 Hindu

 Jewish

 Muslim

 Rastafarian

 Sikh

 No Religious Affiliation

Other (please state)

## SEXUAL ORIENTATION

Are you:

 Heterosexual

 Bisexual

 Gay

 Lesbian

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## VACANCY DETAILS

Application for the post of:

Service Area:  Job Ref:

## EMPLOYMENT HISTORY

### PRESENT OR LAST EMPLOYER

Employers name and address:

Job Title:

Date appointed:

Salary / Wage:

Notice Period:

Date left:

Tel No:

Reason for leaving:

Brief description of present duties and levels of responsibilities (*please attach a copy of your current job description if available*)

# PREVIOUS EMPLOYMENT, WORK EXPERIENCE OR VOLUNTARY WORK

*(put most recent first)*

Dates (From-To)	Name & address of employer	Job title & main duties	Reason for leaving

## EDUCATION, QUALIFICATIONS AND TRAINING

The Person Specification for the job tells you which qualifications are essential or desirable. Please list your relevant qualification in date order. You will be considered for shortlisting only if you have the essential qualifications for the job. If shortlisted, proof of qualifications will be required.

### SECONDARY EDUCATION

Dates of study		Examinations taken (or to be taken) and qualifications gained with grades	Date passed

### HIGHER / FURTHER EDUCATION

Dates of study		Examinations taken (or to be taken) and qualifications gained with grades	Date passed

### TRAINING COURSES / PROGRAMMES ATTENDED

Date(s) attended	Title of Course	Course Length

### PROFESSIONAL BODIES

Please give details of any professional bodies or guild or craft associations, together with the level of membership, e.g. Graduate, Associate, Member etc, and the date you were admitted to the body.

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## HOW YOU MEET THE PERSON SPECIFICATION

This is one of the most important parts of the application form and should be completed carefully as it will be used to determine whether you are shortlisted or not.

Look at the essential and desirable criteria for the post. These describe the skills, experience, qualifications and abilities which are needed to do the job and both will be used to shortlist. You must be able to show clearly in your form **how you meet the criteria** by providing evidence from your previous experience. For example, if "IT Skills" are a requirement and you use a personal computer at home or work, you may say "I have experience of using word processing and spreadsheet packages (Word and Excel) to write letters and manage my finances, and can use the Internet and send emails".

Remember that you may refer to relevant examples arising out of domestic responsibilities, or leisure interests, such as membership of societies, voluntary work etc.

You might find it useful to organise your information under the essential and desirable criteria headings used in the Person Specification.

*Continue on a separate sheet if necessary*

## INTERVIEW DATES

Please give any dates over the next 6 weeks when you will not be available for interview. Whilst we will try our best to re-arrange interviews it is not always possible.

## DRIVING LICENCE (if applicable to the post)

Do you have:

Car Driving Licence	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Full	<input type="checkbox"/>	Provisional
LGV Licence	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No				
PSV Licence	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No				
Do you have use of a car?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No				

## CRIMINAL CONVICTIONS

Under the Rehabilitation of Offenders Act 1974, you are required to give details of any criminal convictions which are not "spent" (for further information see enclosed information). In addition, you are also required to disclose any cautions and binding over orders that you have received in the last twelve months. Failure to do so may render you liable to disciplinary action or dismissal.

Have you any convictions that are not spent under the Rehabilitation of Offenders Act?  Yes  No

## DISCLOSURE

Under legislation for the protection of children and vulnerable adults, you may be required to be checked by the Criminal Records Bureau. If the post you have applied for fits in this category you should read the enclosed guidance.

# RELATIVES OF MEMBERS OR OFFICERS

Under the Local Government Act 2000, you must declare whether you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Officer of Pendle Borough Council.

Are you related to any Councillor or Officer of Pendle Borough Council

Yes

No

If yes, please give details:

You are reminded that canvassing of Councillors or Officers of the Council will lead to disqualification.

# REFERENCES

Please give details of two people who are able to describe your suitability for this post. One should be your present or last employer unless you have not worked before. Do not include relatives or people with whom you live.

Name:

Address:

Tel:

E-Mail Address:

Position:

How long have you known this referee and in what capacity?

Please tick this box if you **do not** wish your referee To be contacted without your prior permission

Name:

Address:

Tel:

E-Mail Address:

Position:

How long have you known this referee and in what capacity?

Please tick this box if you **do not** wish your referee To be contacted without your prior permission

## HUMAN RESOURCES PENDLE BOROUGH COUNCIL

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