

Job application form Part a

This form and its guidance are available in alternative formats via our website. You can also apply online at www.hinckley-bosworth.gov.uk. Please read the guidance before completing this form; it explains how to complete the form and contains some advice which may help you to submit a better application.

Post details

Application number (for office use only)

Post applied for: _____ Post ref: _____

In order to assist us to monitor the effectiveness of our Single Equality Policy we ask that you provide the following information. The details you supply will be stored separately to the information on the rest of the application form and will not be used as a basis for decision-making within the selection process. Please note that the information provided on this form will be processed in accordance with the Data Protection Act 1998. For further information refer to the guidance notes.

Personal details

Surname: _____

First name(s): _____

Address: _____

_____ Postcode: _____

Telephone no: _____ Mobile no: _____

Email: _____

Gender: Female Male My date of birth is (DD/MM/YYYY): Age: Marital status: Single Married Divorced Widowed

Other (please specify): _____

Do you currently work for our organisation?

Yes No

If yes, do you consider this job to be a promotion?

Yes No

The Equality Act 2010 defines disability as: 'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'

I consider myself: Disabled Non disabled Prefer not to state

Do you have any relatives employed by us or serving on the council?

Yes No If yes, please give name, department and relationship:

What is your ethnic group? Please choose one section from (a) to (e) and then tick one box only to show your ethnic group.

(a) White

- English
 Other british
 Irish
 Any other white background

(b) Mixed

- White and black caribbean
 White and black african
 Traveller
 White and asian
 Any other mixed background

(c) Asian or asian british

- Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other asian background

(d) Black or black british

- Caribbean
 African
 Any other black background

(e) Other ethnic group

- Arab
 Gypsy/Romany/Irish traveller
 Any other

What is your nationality?

(for example British, American)

What is your sexual orientation?

- Bi-sexual Gay Heterosexual Lesbian Other (please specify in box above)

What is your religion? Please tick one box only None Christian (all denominations)

- Buddhist Hindu Jewish Muslim Sikh Any other religion:

Where did you see this vacancy advertised?

(Please be specific, for example Leicester Mercury / Hinckley Times / Connexions / Jobcentre Plus / Hinckley & Bosworth Borough Council website / Word of mouth)

Are you eligible to work in the UK?

Yes No

Job application form Part b

Post details

Post applied for: _____ Post ref: _____

Application number (for office use only):

1. Present employment (most recent employment, if you are not currently in employment)

Job title: _____

Employer's name: _____

Address: _____ Postcode: _____

Tel no _____ May we contact you on this number? Yes No

Basic pay/grade: _____ Other pay: _____

Date started: _____ Period of notice: _____

Outline of key duties and responsibilities (please use extra paper if necessary):

2. Education

Qualification gained or pending. Please state subject (Please be prepared to provide evidence at interview)	Grade	School/College/University

3a. Previous employment (This should include paid and unpaid employment, work experience or placements). Please list most recent first.

Name of employer	Job title and brief description of duties	Salary (if applicable)	Length of service (in years, no dates required)		Reason for leaving
			From MM/YYYY	From MM/YYYY	

3b. Please specify all time not accounted for in 3a with reasons

4. Summary of experience, skills, knowledge and competencies

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job, always referring to the person specification. Please use additional paper if necessary.

5. Membership of relevant organisations

Professional body/association	Qualification/membership level

6. Relevant training courses/awards (for example short courses attended/certificates/awards)

Organising body	Brief details of course/award

7. References (One of which should be your present or most recent employer) Please note that referees will only be contacted once an offer of employment has been made. Family and friends are not acceptable as referees.

Name:	Name:
Job title:	Job title:
Organisation:	Organisation:
Relationship to applicant:	Relationship to applicant:
Address: Postcode:	Address: Postcode:
Email:	Email:
Tel no:	Tel no:

8. Driving qualifications

Do you hold a current driving licence? Yes No

Do you have access to a vehicle (car)? Yes No

9. Criminal convictions and cautions

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence or been reprimanded?

Yes No

If yes, please give details and dates of:

(a) any convictions (including driving offences) and/or

(b) disqualifications from driving or performance of professional duties

NOTE: This does not apply to convictions which are “spent” in accordance with the Rehabilitations of Offenders Act 1974. Please see explanatory note in Appendix A of the Application Form Guidance Notes.

10. Reasonable adjustments

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

Interview information in audio format Interview information in large print format

Sign language interpretation or other assistance with communication at interview

Induction loop in interview room Car parking space for interview

Wheelchair accessible location for interview and tests if applicable

Facility for personal carer, assistant or other person to accompany you at interview

Please specify any other support, which you would like to be made available on the day

11. Interview arrangements

Please indicate any dates below when you would not be available to attend for interview (please refer to the interview arrangements section of the application form guidance notes.)

12. Declaration

- I am signing this to say that all the information I have put in this form is true and accurate, and that I have read all of the relevant sections of the application form guidance notes
- I also confirm that I have not directly or indirectly approached an elected member or employee of our organisation to support me in the making this application, as this would disqualify me as a candidate
- I understand that if I don't tell you about any relationships with any members or employees of our organisation or I neglect to tell you about any criminal convictions/cautions/reprimands/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.
- I also understand that satisfactory references, DBS disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signature: _____ Date: _____

Please return this form to:

Human Resources
Hinckley Hub
Rugby Road
Hinckley Leics
LE10 0FR