

CONFIDENTIAL

JOB APPLICATION FORM



An Equal Opportunities Employer

**IMPORTANT – Before filling in this form, please read the additional information for applicants carefully.
Please complete in BLACK ink or TYPE. CVs will not be considered.**

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

JOB DETAILS

	Closing Date:
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PERSONAL DETAILS

Title		Surname		First names									
Previous names (if any)				Preferred first name									
National Ins No	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>												
Telephone	Day												
	Evening												
	Mobile												
	Email												
				Address									
				Postcode									

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	

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

Using the job description and person specification provided, please give further 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 references. Your first referee must be your present or most recent employer. Full contact details must be given so that your application is not delayed.

Name of your first referee

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Their job title

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Their relationship to you e.g. line manager

Organisation and address

Postcode

Postcode

Email

Telephone

Name of your second referee

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Their job title

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Their relationship to you e.g. line manager

Organisation and address

Postcode

Postcode

Email

Telephone

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

Please note that for jobs working with children, references will be needed immediately, so it is not possible to defer this process. 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.

ASSOCIATION WITH A COUNTY COUNCILLOR OR EMPLOYEE OF DERBYSHIRE COUNTY COUNCIL

Do you have a close association with a county councillor or employee of Derbyshire County 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

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

DECLARATION

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

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

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.

Signature

Date

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

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.

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. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

JOB REFERENCE No.	DCC / / 				
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DATE OF BIRTH	DD		MM		YYYY	
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RACIAL OR ETHNIC ORIGINS								
White British	☐	<i>WB</i>	Other mixed background	☐	<i>MO</i>	Black Caribbean	☐	<i>BC</i>
White Irish	☐	<i>WI</i>	Indian	☐	<i>AI</i>	Black African	☐	<i>BA</i>
White other	☐	<i>WO</i>	Pakistani	☐	<i>AP</i>	Other black background	☐	<i>BO</i>
White & Black Caribbean	☐	<i>MC</i>	Bangladeshi	☐	<i>AB</i>	Chinese	☐	<i>OC</i>
White & Black African	☐	<i>MB</i>	Other Asian background	☐	<i>OA</i>	Gypsy or Irish Traveller	☐	<i>OG</i>
White & Asian	☐	<i>MA</i>	Arab	☐	<i>AR</i>	Any other	☐	<i>OT</i>

DISABILITY	
Are you disabled?	Yes ☐ No ☐
Derbyshire County Council welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.	

GENDER	
Male ☐	Female ☐

RELIGION / BELIEF – please tick only one box					
Buddhist	☐	Jewish	☐	None	☐
Christian (all denominations)	☐	Muslim	☐	Other religion or belief	☐
Hindu	☐	Sikh	☐	Prefer not to say	☐

SEXUAL ORIENTATION – please tick only one box					
Bisexual	☐	Lesbian or gay woman	☐	Gay man	☐
Heterosexual	☐	Other	☐	Prefer not to say	☐

HOW DID YOU FIND OUT ABOUT THIS JOB?
e.g. council website, newspaper (please tell us which), Job Centre etc.

EMPLOYMENT	
Do you work for the Derbyshire County Council at the moment?	Yes ☐ No ☐