



Job Application Form



Revised July 2018

Job Application Form

Please return completed applications to:

PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THIS FORM

| | |
|-------------|--------------|
| Job Title: | Post Number: |
| Department: | Location: |

Personal Details

| | |
|--------------------|---|
| Surname: | National Insurance no: |
| Initial(s): | Home tel. no: |
| House name/number: | Work tel. no: |
| Street/Road: | Mobile tel. no: |
| Town: | Can we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| County: | E-Mail address: |
| Postcode: | |

Do you have a current driving licence? Yes ☐ No ☐
(also see disability / health section below)

Give details of any penalties on your licence or convictions pending if driving is essential to the job:

Do you consider that you have a disability? Yes ☐ No ☐

In accordance with our procedures you will receive an interview if you meet the essential criteria for the post.
(Please see Job Application Survey Form for a full definition of disability.)

continue on separate sheet if required

Are you applying for this job on a job share basis? Yes ☐ No ☐ If YES, indicate here if you wish
your application to be considered as a joint application with someone else, giving his / her name:

Educational Qualifications and Training

You may be asked to provide evidence of qualifications obtained

Secondary education (CSE, GCE, GCSE, RSA, A Levels etc)

| Dates | Examination | Subject(s) | Grade |
|-------|-------------|------------|-------|
| | | | |

Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ etc)

| Dates | Institution | Full or Pt Time | Qualification | Subject | Pass level or Grade |
|-------|-------------|-----------------|---------------|---------|---------------------|
| | | | | | |

Other relevant qualifications including membership of professional bodies:

Relevant training and personal development (state who provided training and duration of training).
Examples could include: short courses, skills training, external awards / activities, etc.

Current / latest employment

| | |
|---|---|
| Name and address of current / most recent employer: | Job title: |
| | Current / latest salary and any benefits: |
| | Weekly hours |
| | Start date: |
| | Date of leaving (if relevant): |
| Notice required: | Reason for leaving: |
| Main duties / responsibilities / achievements: | |

References

A minimum of two references will be requested for all candidates that are invited to interview. At least one referee will be contacted before your interview. This will not affect our decision to invite you for interview. However, all references will need to be taken up at some stage if you are successful.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher / tutor, where appropriate), who have known you during the past three years, if that is possible. Please also state in what capacity they know you.

| | |
|---|--|
| This referee will be contacted prior to your interview. | May we contact them if we decide to invite you for interview? Yes <input type="checkbox"/> No <input type="checkbox"/> (If NO, we will contact you for permission before requesting references) |
| Name: | Name: |
| House Name/Number/Business: | House Name/Number/Business: |
| Street: | Street: |
| Town: | Town: |
| County: | County: |
| Postcode: | Postcode: |
| Tel. no: | Tel. no: |
| E-mail address: | E-mail address: |
| Relationship: | Relationship: |
| Organisation (if applicable): | Organisation (if applicable): |

Please list below a complete record of other employments and include, if you wish, any voluntary activities either

Work and Other Relevant Experience

paid or unpaid. These should be in date order, starting with the most recent.

Employment/Voluntary Activity

| Dates from / to | Name of organisation and nature of business | Job title / role with brief indication of main duties and responsibilities | Reason for leaving |
|-----------------|---|--|--------------------|
| | | | |

Continue on separate sheet if required

Additional Information

It is important that you provide evidence in this section of how you meet the Job Requirements. Tell us about what you have achieved and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.

Continue on separate sheet if required

Health

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Canvassing of East Lindsey District Councillors or senior employees

Canvassing of East Lindsey District Councillors or employees of East Lindsey District Council, by or on behalf of yourself is strictly forbidden and may invalidate your application.

Indicate here if you are related to any District Councillor or senior employee of East Lindsey District Council, giving their name (and department, if known, where relevant).

Please state **NONE** if appropriate.

Rehabilitation of Offenders Act 1974

Please complete this section only if you have a criminal conviction which is not considered as spent under the rehabilitation of Offenders Act 1974 and subsequent legislation. Disclosure of a conviction does not automatically exclude applicants from consideration for a post. We welcome applications from ex-offenders as part of our Equal Opportunities policies. Some of our posts, for example those concerned with working directly with young people, involve work where an ex-offender might be in a potentially vulnerable position unless consideration of the person's background has been made from the outset. For this reason we ask you to give details of any criminal conviction which is not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended). The information you provide will be treated as strictly confidential and will be considered only in relation to the job you are applying for.

| | |
|--|----------------------|
| Nature of offence(s) | Date Sentence passed |
| Sentence(s) or order(s) given by the court | |
| Name and Address of the court | |

Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.).

Do you require a work permit to work in the UK? Yes ☐ No ☐

If you already have a work permit, please give the expiry date:

Do not send these now. Further information will be sent to you if you are selected.

Declaration

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

| | |
|---------|-------|
| Signed: | Date: |
|---------|-------|

Candidates selected for interview will normally be notified within 4 weeks of the closing date. Unfortunately applicants who do not hear from us must conclude that their application has been unsuccessful on this occasion. Please note that the information provided may be shared with the Job Centre Plus.

Data Protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the organisations [job application privacy notice](#).

| FOR OFFICE USE ONLY | | | | | | | | | | |
|---|------------------------------------|--------------|------|-----------------------------------|--------------|------|----------------|--------------|------|-------|
| Give details below of reasons for non-selection related to person specification (please tick as appropriate): | | | | | | | | | | |
| Selection stage | Qualifications | | | Experience / Knowledge | | | Skills | | | Other |
| Invited for interview? Yes <input type="checkbox"/> No <input type="checkbox"/> | unsatisfactory | satisfactory | good | unsatisfactory | satisfactory | good | unsatisfactory | satisfactory | good | |
| Offered job? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | | | | | | |
| Please indicate if: | Appointed <input type="checkbox"/> | | | <input type="checkbox"/> Withdrew | | | Other: | | | |
| Signed by Business Manager: | | | | | | | Date: | | | |