

Application for employment



Part A - Monitoring sheet

The FoDDC is committed to promoting a diverse workforce and to active policies, which eliminate unfair discrimination. It does not discriminate on any grounds other than the ability to carry out the job. Monitoring is essential to ensure that the policies are being properly implemented and your answers to the questions below will provide statistical information with which to review the FoDDC's policies and procedures.

Part A will be detached before your application is considered. Any information given will be held in strict confidence and will not affect your application. We ask for your co-operation in completing this sheet.

Job details

Post applied for	Department
Ref No.	Closing Date
Where did you hear about this vacancy?	

Personal details

Last name		First name(s)	
Mr / Mrs / Miss / Ms / Dr / other, please specify		Gender	
Date of birth		Age	
Nationality		Place of birth	
Address		Home telephone number	
		Business number	
		Mobile number	
Postcode		Email address	
May we contact you at work?		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Ethnicity

Which is your ethnic group? Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A White	B Mixed	C Asian or Asian British
White British <input type="checkbox"/>	Mixed White and Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
White Irish <input type="checkbox"/>	Mixed White and Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Any other White background <input type="checkbox"/>	Mixed White and Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
	Any other Mixed background <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>
D Black or Black British	E Chinese or other ethnic group	
Black or Black British Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	
Black or Black British African <input type="checkbox"/>	Any other ethnic group <input type="checkbox"/>	
Any other Black background <input type="checkbox"/>	Please specify: _____	

Disability

Do you consider that you have a disability? Yes No

If 'Yes', please state the nature of the disability. Would you need any adjustments to be made to carry out this role?

Do you need any special assistance in attending interview? If so, please give details:

(The Disability Discrimination Act defines a disability as a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.)

If you wish, you may disclose information about yourself in this section about your:

Religion

Sexual orientation

If an offer of employment is made, you will be required to complete a medical questionnaire. You will be asked to send this direct to our occupational health advisers who may recommend a medical assessment. All employment is subject to the receipt of medical clearance satisfactory to the FoDDC.

Eligibility

Do you have the legal right to work in the UK? Yes / No

If 'Yes', and there are conditions attached, for example start or finish dates, please specify:

If 'No', what type of work permit do you require?

Please provide your National Insurance Number

Rehabilitation of Offenders Act 1974

Candidates are not usually required to give details of spent offences (see enclosed sheet)

Have you any criminal convictions? Yes No

If yes please give details

Personal Relationships

Any overt or covert canvassing, by a candidate, of any elected member or employee, directly or indirectly, in connection with an appointment will lead to disqualification of the candidate. Discovery after the appointment may lead to dismissal.

Have you any friends or relatives employed by the FoDDC? If so, please provide name(s) and relationship:

Have you applied to the FoDDC before? If so, please provide details of post applied for and approximate date:

I confirm that the above information is correct to the best of my knowledge. I consent to the FoDDC processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment by the FoDDC.

Name

Date

DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility, CRB Check (if applicable to the role), a probationary period and a medical check, all of which must be deemed by the organisation as satisfactory.

Signed

Date

Part B – Qualifications and Experience

Post applied for	Department
Ref No.	Closing Date

Educational, technical and professional qualifications	
Place of study/professional body	Attainment level/results

Personal development (including any courses, professional membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable)

Dates	Provider	Type of development

Languages (indicate fluency)

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Please indicate salary expectation £		
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Please indicate the names of two referees where requested. We reserve the right to contact any or all of the people named. We will not contact any referee without your permission or until an offer of employment has been accepted. If you do not have two employment referees one may be from your head teacher, lecturer or similar. All employment is subject to the receipt of references satisfactory to the Forest of Dean District Council (FoDDC).

Employment history

PRESENT OR LAST EMPLOYER Please provide name, address and telephone number and indicate the type of business and length of service			
Dates employed			
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving		Current salary £	
Notice required			
Referee's name and position			
Can we contact the referee before interview?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

PREVIOUS EMPLOYER Please provide name, address and telephone number and indicate the type of business and length of service			
Dates employed			
Position(s) held			
Brief description of duties and key achievements			
Reason for leaving			
Referee's name and position			
Can we contact the referee before interview?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

PREVIOUS EMPLOYER Please provide name, address and telephone number and indicate the type of business and length of service	
Dates employed	
Position(s) held	
Brief description of duties and key achievements	
Reason for leaving	
Referee's name and position	
Can we contact the referee before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PREVIOUS EMPLOYER Please provide name, address and telephone number and indicate the type of business and length of service	
Dates employed	
Position(s) held	
Brief description of duties and key achievements	
Reason for leaving	
Can we contact the referee before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

PREVIOUS EMPLOYER Please provide name, address and telephone number and indicate the type of business and length of service	
Dates employed	
Position(s) held	
Brief description of duties and key achievements	
Reason for leaving	
Can we contact the referee before interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please continue on a separate sheet if necessary.

Do you have any other work commitments, either paid or unpaid, which you would wish to continue with if offered employment by the FoDDC? Yes / No

You may not, without the prior permission in writing of the FoDDC, be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever.

Please state why you have applied for this post. Indicate past achievements, experience and personal qualities relevant to your application. What contribution would you expect to make in the post? It is useful to indicate at this stage how relevant and current your attained qualifications are to this role.

Please continue on a separate sheet if you wish.

Other (outside) activities or interests, membership of organisations, or commitments to public duties.

Do you have a driving license?

Yes

No

Is your driving licence free of endorsements?

Yes

No

We normally keep completed application forms for 6 months. Please tick the box if you do **not** want us to keep your application form.



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