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| **APPLICATION FOR EMPLOYMENT** | | | | | | | | | | | | | | | | | | | | | | |
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| Position applied for: | | | | | |  | | | | | | | | | | | | | | | | |
| **If handwritten, please complete this from in black ink and return to the above address** | | | | | | | | | | | | | | | | | | | | | | |
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| **Personal details:** | | | | | | | | | | | | | | | | | | | | | | |
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| FIRST NAME(S) IN FULL | | | | | | | | | | | | LAST NAME | | | | | | | | | | |
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| HOME ADDRESS IN FULL | | | | | | | | | | | | ADDRESS FOR CORRESPONDENCE (IF DIFFERENT) | | | | | | | | | | |
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| POSTCODE | | |  | | | | | | | | | POSTCODE | | | | |  | | | | | |
| EMAIL ADDRESS | | | | | |  | | | | | | | | | | | | | | | | |
| MOBILE NUMBER | | | | | |  | | | | | | | | | | | | | | | | |
| TELEPHONE NUMBER (HOME) – INCL AREA CODES | | | | | | | | | | | | |  | | | | | | | | | |
| TELEPHONE NUMBER (BUSINESS) | | | | | | | |  | | | | | | | | | | | | | | |
| DO YOU HOLD A VALID CURRENT DRIVING LICENCE – Please cross the box if yes | | | | | | | | | | | | | | | | | | | | | |  |
| DO YOU OWN A CAR – Please cross the box if yes | | | | | | | | | | | | | | | | | | | | | |  |
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| **Current / Last Employer:** | | | | | | | | | | | | | | | | | | | | | | |
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| NAME AND ADDRESS OF EMPLOYER | | | | | | | | | | | | POSITION HELD | | | | | | | | | | |
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| DATE OF APPOINTMENT | | | | | | | | | | |
|  | | | | | | | | | | |
| CURRENT SALARY | | | | | | | | | | |
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| NOTICE PERIOD | | | | | | | | | | |
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| BRIEF SUMMARY OF YOUR RESPONSIBILITIES | | | | | | | | | | | | | | | | | | | | | | |
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| **Previous appointments (most recent first):** | | | | | | | | | | | | | | | | | | | | | | |
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| From | To | | | Employer | | | | | | Position held | | | | Salary on leaving | | | | | | | Reason for leaving | |
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| **Education and Qualifications:** | | | | | | | | | | | | | | | | | | | | | | |
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| Name of education provider | | | | | | | | | Examination passed (Subject / Level / Grade) | | | | | | | | | | | | | |
| SECONDARY SCHOOL | | | | | | | | |  | | | | | | | | | | | | | |
| FURTHER/HIGHER EDUCATION | | | | | | | | |  | | | | | | | | | | | | | |
| OTHER COURSES  (including part-time education and correspondence courses) leading to recognised qualification | | | | | | | | |  | | | | | | | | | | | | | |
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| **Statement in support of application (please read these instructions carefully):**  **Please DO NOT include a CV** | | | | | | | | | | | | | | | | | | | | | | |
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| **Values For Fenland District Council**  We are an ambitious and forward-thinking local authority. Our strong 'One Team' ethos and positive 'can do' culture enables us to continually deliver great outcomes for our residents. We live and operate by our Values.  Each candidate should demonstrate how they can contribute towards our values with-in their skill set, for the following.   * Respect and dignity for all * Customer Service excellence * What is good service? * Adopt a one team approach.   Listen, talk, and take action for our community and residents | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **What Knowledge, Skills & Abilities and Experience could you bring to this role?**  Please refer to the job description and role specification, outlining the main duties and responsibilities for the role. | | | | | | | | | | | | | | | | | | | | | | |
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| **Additional information:** | | | | | | | | | | | | | | | | | | | | | | |
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| National Insurance Number | | | | | | | | | | | | | | | | | |  | | | | |
| Do you have any restrictions on taking up employment in the UK? | | | | | | | | | | | | | | | | | |  | | | | |
| Do you require a work permit to be employed in this country? | | | | | | | | | | | | | | | | | |  | | | | |
| If you possess a work permit, please give details | | | | | | | | | | | | | | | | | |  | | | | |
| Is there any reason why you may not be suitable to work with children or vulnerable adults? Fenland District Council is committed to safeguarding children and vulnerable adults, and we undertake DBS (Disclosure and Barring Service) checks for relevant posts | | | | | | | | | | | | | | | | | |  | | | | |
| Have there ever been any Child Protection concerns/investigations about you in the past? | | | | | | | | | | | | | | | | | |  | | | | |
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| **References:** | | | | | | | | | | | | | | | | | | | | | | |
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| Please provide the name and **full** address of two referees whom we can approach for a reference. One must be your present or most recent employer. **Providing an email address for your referees may speed up the recruitment process.**  References for successful candidates are normally taken up after interview. | | | | | | | | | | | | | | | | | | | | | | |
| Reference 1 (name and address) | | | | | | | | | | | Reference 2 (name and address) | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | | | |
| E-mail |  | | | | | | | | | | E-Mail | | | |  | | | | | | | |
| Tel No. | |  | | | | | | | | | Tel No. | | | | |  | | | | | | |
| Relationship to yourself | | | | | | |  | | | | Relationship to yourself | | | | | | | | |  | | |
| Can we contact this reference before interview? | | | | | | | | | | | Can we contact this reference before interview? | | | | | | | | | | | |
| Yes | | | | |  | | No | | |  | Yes | | | | | | |  | | No | |  |
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| **Canvassing:** | | | | | | | | | | | | | | | | | | | | | | |
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| Canvassing of members of the Council or any Committee or appointing officer, directly or indirectly, for any appointment or employment under the Council shall disqualify the candidate for such appointment.  If to your knowledge you are related to any Councillor or employee of Fenland District Council, please state: | | | | | | | | | | | | | | | | | | | | | | |
| Name of Councillor or Employee | | | | | | | | | | | Relationship | | | | | | | | | | | |
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| **Declaration:** | | | | | | | | | | | | | | | | | | | | | | |
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| I certify that this application is true, complete, and correct to the best of my knowledge and belief. I understand and acknowledge that any false statement knowingly made, or the withholding of any relevant information may result in the withdrawal of any offer of appointment or the termination of employment as appropriate. | | | | | | | | | | | | | | | | | | | | | | |
| Signature | | | | |  | | | | Date | | | | | | | | | |  | | | |
| **ON COMPLETION THIS FORM SHOULD BE SENT TO:**  **Human Resources, Fenland District Council, Fenland Hall, March, Cambs. PE15 8NQ** | | | | | | | | | | | | | | | | | | | | | | |

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| **Recruitment & Selection Monitoring:** | | | | | | | | | | | | | | | | | | | | | | | |
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| Fenland District Council welcomes the wide diversity in our society; however, we recognise the disadvantage many people could face because of their sex, race, colour, age, marital status, religious beliefs, sexual orientation, or disability. We are therefore, committed to the principle of equality of opportunity in employment, training, and service delivery. We strive to achieve the objectives of equal opportunities in all areas of our work.  Our aim is to ensure that no job applicant, employee, or service user will receive less favourable treatment on the grounds of sex, race, colour, age, marital status, religion, sexual orientation, or disability. Monitoring In order to ensure we are meeting our equal opportunity objectives please could you complete the questions below. This information is confidential and does not form part of your application. **The information provided will not be taken into account when making the appointment and will not form part of the information used in the recruitment process.** | | | | | | | | | | | | | | | | | | | | | | | |
| Post applied for | | |  | | | | | | | | | | | | | | | | | | | | |
| FIRST NAME(S) IN FULL | | | | | | | | | | | | LAST NAME (block letters) | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | | | | |
| Date of Birth |  | | | | | | | | | | | | | | | | | | | | | | |
| Marital Status (please cross the appropriate box) | | | | | | | | | | | | | | | | | | | | | | | |
| Single | | |  | | | Married | | | |  | | | Divorced or Separated | | | | | |  | | Widowed |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **Gender Identity:** (Please choose which gender best identifies you or complete the ‘other’ option) | | | | | | | | | | | | | | | | | | | | | | | |
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| Male | | | | | | | | | | | |  | | | Female | | | | | | |  | |
| Non-Binary | | | | | | | | | | | |  | | | Other – please specify below | | | | | | |  | |
| I identify as… |  | | | | | | | | | | | | | | | | | | | | | | |
| **Is your gender identity the same as the sex you were assigned at birth?** (Cross the appropriate box) | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | |  | | | No | | | | | | |  | |
| If no, what was your sex assigned at birth | | | | | | | | | | | | Male | | | | | |  | | Female | |  | |
| **Do you identify as Transgender?** (Cross the appropriate box) | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | |  | | | No | | | | | | |  | |
| **Do you identify as Intersex?** (Cross the appropriate box) | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | | | | | | | | | |  | | | No | | | | | | |  | |
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| **Ethnic Origin: (Please choose one column and then cross the appropriate box or complete the “other” option)** | | | | | | | | | | | | | | | | | | | | | | | |
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| **White** | | | | | | | | **Black or Black British** | | | | | | | | | **Dual or Multiple Heritage** | | | | | | |
| British | | | | | | |  | African | | | | | | | |  | White & Asian | | | | |  | |
| Irish | | | | | | |  | Caribbean | | | | | | | |  | White & Black African | | | | |  | |
| Romany | | | | | | |  | **Asian or Asian British** | | | | | | | | | White & Black Caribbean | | | | |  | |
| Irish Traveller | | | | | | |  | Bangladeshi | | | | | | | |  | Any other White, Black, Asian, Dual/Multiple heritage or Other Ethnic background please specify below | | | | | | |
| **Chinese** | | | | | | | | Indian | | | | | | | |  |
| Chinese | | | | | | |  | Pakistani | | | | | | | |  |
| Please give details | | | |  | | | | | | | | | | | | | | | | | | | |
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| **Religion or Belief:**  What is your Religion or Belief? Please cross the relevant box.  If you choose ‘other’, please add further details in the space provided. | | | | | | | | | | | | | | | | | | | | | | | |
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| Buddhist | | | | | | | | | | |  | | | Christian | | | | | | | |  | |
| Hindu | | | | | | | | | | |  | | | Jewish | | | | | | | |  | |
| Muslim | | | | | | | | | | |  | | | Sikh | | | | | | | |  | |
| Atheist (None) | | | | | | | | | | |  | | | Other religion/belief (add detail below) | | | | | | | |  | |
| Please give details | | | | |  | | | | | | | | | | | | | | | | | | |
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| **Do you consider yourself to have a disability?** (Cross the appropriate box) | | | | | | | | | | | | | | | | | | | | | | | |
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| Yes | | | | | | | | | | |  | | | No | | | | | | | |  | |
| If yes, please give details of your disability and any special needs or adaptations you would require to attend an interview | | | | | | | |  | | | | | | | | | | | | | | | |
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| **Sexuality:** (please choose your sexual orientation or complete the ‘other’ option) | | | | | | | | | | | | | | | | | | | | | | | |
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| Bisexual | | | | | | | | | | |  | | | Gay Man | | | | | | | |  | |
| Gay Women/Lesbian | | | | | | | | | | |  | | | Heterosexual (Straight) | | | | | | | |  | |
| Other (please provide further details below | | | | | | | | | | | | | | | | | | | | | |  | |
| Please give details | | | |  | | | | | | | | | | | | | | | | | | | |
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| **Where did you hear about this vacancy:** | | | | | | | | | | | | | | | | | | | | | | | |
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| Fenland District Council Website | | | | | | | | | | | | | | | | | | | | | |  | |
| Facebook | | | | | | | | | | | | | | | | | | | | | |  | |
| Twitter | | | | | | | | | | | | | | | | | | | | | |  | |
| Linked In | | | | | | | | | | | | | | | | | | | | | |  | |
| Indeed | | | | | | | | | | | | | | | | | | | | | |  | |
| External Job Site (please give details of the site below like name or web address) | | | | | | | | | | | | | | | | | | | | | |  | |
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| Other (please provide further details | | | | | | | | |  | | | | | | | | | | | | | | |
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| **REHABILITATION OF OFFENDERS ACT 1974** | | | | | | | | | | | | | | | | | | | | | | | |
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| Under the Rehabilitation of Offenders Act 1974 we as prospective employers are entitled to ask if applicants have any convictions for criminal offences.  You are requested to detail below any convictions that you have, including motoring offences, except where these convictions have become spent.  A spent conviction need not be disclosed on this form or at interview except where the application is for work in one of the following areas, in which case all convictions must be disclosed.   * Solicitor or “Approved Legal Services Body Manager” * Chartered or certified accountant * Any employment in the following establishments * Sports or Leisure Centre Facilities, Community Centres, Hostel for the Homeless, Shelter Housing Accommodation, Group Home Schemes.   Guidelines on spent convictions are provided within the application guidance notes. | | | | | | | | | | | | | | | | | | | | | | | |
| Please provide below any details of any convictions | | | | | | | | | | | | | | | | | | | | | | | |
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| Sign | |  | | | | | | | | | | | | | | | | | | | | | |
| Date | |  | | | | | | | | | | | | | | | | | | | | | |
| Print Name | |  | | | | | | | | | | | | | | | | | | | | | |
| **Please return this with the application form** | | | | | | | | | | | | | | | | | | | | | | | |