

JOB APPLICATION FORM



An Equal Opportunities Employer

Please complete in **BLACK** ink or **TYPE**.
YOU CAN ALSO APPLY ONLINE AT www.derbyshire.gov.uk

JOB DETAILS			
Job title			
Vacancy number		e.g. <i>DCC/09/1234</i>	Closing date

PERSONAL DETAILS			
Title		Surname	
First names			
Previous names (if any)			
Preferred first name			
Telephone	Day	Address	
	Evening		
	Mobile	Postcode	
Email	If an email address is provided this will be used as the method of communication		

EMPLOYMENT HISTORY				
Please give details of all the jobs you have had starting with the most recent. Please tell us about when you have not been working, as all time must be accounted for.				
Employer and address	Job title and main duties	Dates		Reason for leaving
		from	to	



EDUCATION

Please give details of your education and qualifications.

Establishment attended	Course title/subject and grade	Dates	
		from	to

EXPERIENCE

Please outline any experience that you have from any part of your life which you think will be helpful in this job, if you are appointed. Please continue on a separate sheet if necessary.

REFERENCES

Please give the names and addresses of two people to whom we may write for references.

Name of your first referee

Their job title

Their relationship to you e.g. line manager but, for posts based in schools, this should be the Headteacher or Senior Manager

Organisation and address

Postcode

Email

Telephone

Name of your second referee

Their job title

Their relationship to you e.g. line manager

Organisation and address

Postcode

Email

Telephone

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

If possible provide your current or most recent employer. Referees should not normally be family or people writing solely in the capacity of a friend. 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 detailed information including disciplinary issues and sickness absence where appropriate.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

If you are the successful candidate we will ask you to disclose 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 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 the appointment or may lead to me being dismissed if appointed to the post.

Privacy Notice - The information contained in this form, and any other information received on or on behalf of the council relating to your application will be processed by the council as part of its legitimate interest in administering the recruitment process. Your personal details will be held only for this purpose and will be shared with our third party recruitment system provider, Giant Precision. Your data will only be accessed by employees in the legitimate performance of their duties and will be held in accordance with the HR retention schedule and in accordance with the Data Protection Act. [2018] and the General Data Protection Regulation. For details of the Council's recruitment system Privacy Notice please see our website.

Signature

Date

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 (but if you are disabled this fact will be passed on to the recruiting manager so that we can meet our obligations as a Disability Confident Employer). The form 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	<input type="checkbox"/>	<i>WB</i>	Other mixed background	<input type="checkbox"/>	<i>MO</i>	Black Caribbean	<input type="checkbox"/>	<i>BC</i>
White Irish	<input type="checkbox"/>	<i>WI</i>	Indian	<input type="checkbox"/>	<i>AI</i>	Black African	<input type="checkbox"/>	<i>BA</i>
White other	<input type="checkbox"/>	<i>WO</i>	Pakistani	<input type="checkbox"/>	<i>AP</i>	Other black background	<input type="checkbox"/>	<i>BO</i>
White & Black Caribbean	<input type="checkbox"/>	<i>MC</i>	Bangladeshi	<input type="checkbox"/>	<i>AB</i>	Chinese	<input type="checkbox"/>	<i>OC</i>
White & Black African	<input type="checkbox"/>	<i>MB</i>	Other Asian background	<input type="checkbox"/>	<i>OA</i>	Gypsy or Irish Traveller	<input type="checkbox"/>	<i>OG</i>
White & Asian	<input type="checkbox"/>	<i>MA</i>	Arab	<input type="checkbox"/>	<i>AR</i>	Any other	<input type="checkbox"/>	<i>OT</i>

DISABILITY	
Are you disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/>	Female <input type="checkbox"/>

RELIGION / BELIEF – please tick only one box					
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	None	<input type="checkbox"/>
Christian (all denominations)	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Other religion or belief	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

SEXUAL ORIENTATION – please tick only one box					
Bisexual	<input type="checkbox"/>	Lesbian or gay woman	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

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 <input type="checkbox"/> No <input type="checkbox"/>