

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:

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

PRESENT OR MOST RECENT EMPLOYER		
Employer and address <input type="text"/>	Job title <input type="text"/>	
	Annual salary or full time equivalent <input type="text"/>	Start date <input type="text"/>
	Notice required if working <input type="text"/>	
	Reason for leaving and date (if applicable) <input type="text"/>	
Brief details of main duties and responsibilities <input type="text"/>		



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

Please give further details about why you are suitable for the post, evidencing your previous experience, skills, abilities and knowledge as related to the requirements detailed in the job and person profile. Please continue on a separate sheet if necessary.

REFERENCES

Please give the details of two people we may contact for references. 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.

Name of your first referee

Name of your second referee

Their job title

Their job title

Their relationship to you e.g. line manager but, when applying for posts based in schools, this should be the headteacher or senior manager

Their relationship to you e.g. line manager

Organisation and address

Organisation and address

Postcode

Postcode

Email

Email

Telephone

Telephone

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

For all posts where you are employed directly by the school's governing body or if you are applying for a post as a teaching assistant in a Council service references will be taken up prior to interview; if you do not give your permission for this to be done you should contact the head of the establishment or recruiting manager to discuss. Details of your sickness absences will only be requested if you are the successful candidate. For these posts you must give your current employer or most recent employer and, where possible, another professional referee. Referees cannot be family or people writing solely in the capacity of a friend.

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

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"/>