

Confidential

Application for Employment

Please complete in black ink or type. This form is available in different formats from the contact number on the advertisement or from humanresources@dorsetcc.gov.uk

Post Applied for:	Post No:
Directorate/Service:	
Where did you see this post advertised?	

1 Personal Details (to be completed in block capitals please)	
Surname:	
Forename(s):	Preferred Title:
Address:	
Postcode:	
Email address:	
Home Tel No. (inc. code):	Office/work Tel No. (inc code):
Do you possess a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have the use of a vehicle or other appropriate means of transport? Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

2 Present Employment (please state if currently unemployed)	
Employer's Name:	
Address:	
Postcode:	
Post held:	
Current salary: £	Salary scale: From: £ To: £
Date appointed:	Period of notice required:
Please give a brief description of your current duties and responsibilities in the space below:	

3 Education, Qualifications and Training

Shortlisted candidates will be expected to provide evidence of the qualifications listed on this application.

Qualifications taken or to be taken	Awarding Body	Date	Grade/Level

Any other relevant qualifications and training, including membership of professional/technical bodies and short courses attended, with dates:

4 Previous Employment History (most recent first)

Post Held	Name and Address of Employer	Service Dates (month & year)		Salary/Grade
		From	To	

5 Relevant Experience

Please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities which you consider to be relevant to the position. In completing this section please refer to the requirements in the job description/person specification.

Please continue on a separate sheet if necessary

6 Disability

The County Council welcomes applications from disabled people and guarantees to interview disabled candidates who meet the essential requirements of the post applied for. For this purpose 'disability' means any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.

Please confirm therefore whether you have a disability: Yes No

If 'yes' please indicate below if (a) you have any special requirements regarding attendance at interview and/or (b) if you are aware of any adjustments that the County Council could make to help you carry out the job.

7 References

Please give the names, addresses, e-mail addresses and telephone numbers of two referees, one of whom should be your current or most recent employer. The County Council also reserves the right to approach any previous employer to confirm factual information about your previous employment record:

Note: References may be taken up prior to interview if you are shortlisted.

1 Name:

Address:

Postcode:

Tel No. (inc. code):

Email address:

Relationship to you (e.g. manager):

2 Name:

Address:

Postcode:

Tel No. (inc. code):

Email address:

Relationship to you (e.g. manager):

If you wish to be contacted before references are taken up please give details below.

8 Are you related to any Elected Member or Senior Officer of the County Council: Yes No

If **Yes**, please give details:

Declaration

For the purpose of the Data Protection Act 1998 I give my consent to this form and related information being processed and retained on file and to the County Council verifying the information I have provided with relevant third parties in administering its recruitment process.

I declare that the information given on this form is to the best of my knowledge and belief correct and I understand that if I give you any false information or fail to provide full and complete information it may lead to my dismissal if I am appointed. I further understand that canvassing of Members or Senior Officers either directly or indirectly will disqualify me for appointment.

Signature:

Date: / /

When you have completed this form please send it to:

For Office Use Only:

Head of Human Resources
County Hall
Colliton Park
Dorchester
Dorset DT1 1XJ

Equal Opportunities Employment Policy

The County Council will seek to ensure that all existing and potential employees are given equal opportunities. It is committed to equality of opportunity in its employment policies. The aim is to promote equality of opportunity so that no employee or potential employee will be subject to unlawful or unfair discrimination on the grounds of gender, age, marital status, colour, race, nationality or other ethnic or national origin, disability, religion, sexual relationship, or non-membership of a trade union or political beliefs. The County Council will seek to ensure that no applicant for employment is disadvantaged by conditions or requirements which cannot be justified.

In order to help the Council monitor the effectiveness of its Equal Opportunities Employment Policy (and for no other reason) all applicants are asked to provide the information requested below. This information is confidential and does not form part of your application and will not be taken into account when making the appointment.

Directorate/Service	
Application for Post of:	Post No:
At (Location):	

1 Personal Details (to be completed in block capitals please)	
Surname:	Preferred Title:
Forename(s):	
Date of Birth: / /	Age:

1. Please indicate your ethnic origin by ✓ the appropriate box:	
a) White British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background (please enter details) <input type="checkbox"/>	d) Black or Black British Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please enter details) <input type="checkbox"/>
b) Mixed White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background (please enter details) <input type="checkbox"/>	e) Chinese or other Ethnic Group Chinese <input type="checkbox"/> Other (please enter details) <input type="checkbox"/>
c) Asian or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please enter details) <input type="checkbox"/>	
Please ✓ appropriate box	
2. My gender is:	Male <input type="checkbox"/> Female <input type="checkbox"/>
3. Do you consider yourself to have a disability? (For this purpose 'disability' means any physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. If you are currently employed by the Local Authority would this post be a promotion post?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please return this completed questionnaire with your application form

Thank you for your assistance

See overleaf for explanatory notes

Explanatory Notes

1. The ethnic groups set out overleaf are recommended by the Commission for Racial Equality and are the categories that were used in the 2001 census.
2. Questions about ethnic origin are not concerned with nationality, place of birth or citizenship, they are about colour and broad ethnic group and UK citizens can belong to any of these groups.
3. If you are descended from more than one group, please tick the one to which you consider you belong or use the 'other' category and give details.
4. For the purpose of question 3 overleaf 'disability' means any physical or mental impairment which has substantial and long term (over 12 months) adverse affect on your ability to carry out normal day to day activities.