



# Employment Application

**i** Please complete this form in clearly written or typed black ink, continuing on separate sheets where necessary.

Application details	
Position applied for:	
Job reference:	
Service/Section:	
Closing date:	

## Section 1 Personal details



Initial(s):											
Last name:											
Address:											
Postcode:											
Contact telephone number (daytime):											
Contact telephone number (evening):											
Mobile:											
Email address:											
National Insurance number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

Available in other formats upon request – telephone 01395 517553



## Section 2

2

# Employment history

(Present or most recent employment)

Name of employer:
Job title:
Salary:
Dates from/to:
Period of notice/date available to start:
Key responsibilities:
Reason for seeking new position/leaving:

**i** If you have more than one employment, please provide information for each job. If necessary, please use a separate sheet.

## Section 3

3

# Previous employment

**i** Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title and brief outline of duties	Name and address of employer	Dates from/to (month and year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history:

## Section 4

# Education, training and development

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### Secondary school/college/university/apprenticeship:

(Including current studies, with the most recent first)

Name of institution	Full/part-time	Courses/subjects taken	Qualifications/grade

### Details of any relevant learning and development – Please include dates:

(For example short courses, first aid, computer skills, work-based NVQ etc., and any current courses)

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### Professional/technical membership (current)

Name of professional/technical body	Grade of membership

**i** Please note we reserve the right to contact employers or educational establishments to verify details given. We will not contact your current employer unless you have given us permission to do so.

# Supporting statement

**i** Please read the job description and person specification. **Using examples**, show how your **knowledge, competencies, skills** and **experience** meet each of the essential requirements of the person specification and as many of the desirable requirements as possible.

*(Supporting statement continued)*

## Section 6

# Additional information

6

Are you eligible to work in the UK?  Yes  No

Do you require a work permit?  Yes  No

Do you have a valid driving licence?  Yes  No

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your East Devon District Council employment?  
*(If yes, attach details)*  Yes  No

Are you related to an Elected Member or employee of the Council?  
*(If yes, give name and relationship)*  Yes  No

Name:

Relationship:

**i** Soliciting support or information to give an unfair advantage may disqualify your application.

**Criminal record checking** – As part of our Employment Screening Policy, you may be required to undertake a criminal record check. Do you agree?  
*(If the post requires a Criminal Record check and you respond no, we will be unable to progress your application)*  Yes  No

Are you subject to any obligation that may restrict your ability to work for East Devon District Council such as requirements from other employment, or any other requirements? *(f yes, please provide details)*  Yes  No

Details:

Have you been subject to a disciplinary matter in the last two years?  
(f **yes**, provide details)

Yes  No

Details:

## Section 7

# References

7

Please give details of two referees (including your current employer) covering a **minimum of the most recent three years** employment history. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be a friend or related to you and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

**i** References may be taken up before an interview or offer of employment, unless you request otherwise.

### Referee 1

Name:
Address:
Postcode:
Telephone number:
Email:
Occupation/relationship
How long have they known you?
I agree to this reference being taken up before an interview or offer of employment being made. <input type="checkbox"/> Yes <input type="checkbox"/> No

### Referee 2

Name:
Address:
Postcode:
Telephone number:
Email:
Occupation/relationship
How long have they known you?
I agree to this reference being taken up before an interview or offer of employment being made. <input type="checkbox"/> Yes <input type="checkbox"/> No

# Section 8

## Declaration

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I declare that the information given in this application is, to the best of my knowledge, complete and accurate and that it may be used for purposes registered by the Council under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature:

Date:     /     /

## Notes

### Data Protection Act 1998

Information from this application may be processed for any purposes registered by East Devon District Council under data protection legislation. Individuals have the right of access to personal data held about them by the Council. This information will be disclosed only to those persons authorised to see it. It will be used during the selection process and, if you are appointed. It will also be used in your personnel file, for payroll and administrative purposes and may be disclosed to government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after six months.

### Additional forms with this application form

East Devon District Council believes in valuing diversity. We welcome and encourage applications regardless of age, gender, sexual orientation, race, religion or disability. To help us monitor the effectiveness of our policies we would ask you to complete and return the **Diversity Monitoring form**.

East Devon District Council has a legal obligation to ensure that all its employees are suitable for the employment which they are offered. For this reason, you are required to complete and return the **Criminal Record Declaration form**.

These forms are combined within this application if it is a digital PDF version. If this is a printed copy, they will be enclosed. Both these forms will be separated from your application form until the selection for interview stage has taken place.

**Please note we will not consider your application complete unless you return these forms with your Application Form.**

## How to contact us

If you have any questions or would like to contact us, please call or email us.

 **Telephone**  
01395 517553


 **Email**  
jobs@eastdevon.gov.uk

**Website**  
www.eastdevon.gov.uk/  
jobs\_with\_the\_council

## Returning this form

You can return this form by:

 **Email**  
jobs@eastdevon.gov.uk

 **Post**  
Human Resources  
East Devon District Council  
Knowle  
Sidmouth  
EX10 8HL

# Diversity monitoring



## About this form

East Devon District Council recognise that it is in the interests of the community that we serve to have a diverse workforce.

To achieve our aim we wish to encourage applications regardless of age, gender, sexual orientation, race, colour, ethnic or national origin, religion/belief, disability or ex-offender status, and we are committed to monitoring applications to ensure that there is fairness in our employment policies and practices. The diversity monitoring form does not form part of the application form and is not seen by anyone involved in the recruitment and selection process and is kept entirely confidential.

To help us achieve our aims, please could you provide details by completing the diversity monitoring form. **If you feel uncomfortable in completing any sections of this form and you would prefer not to say, please leave the section blank.** Thank you for your help.

**i** Please complete this form in clearly written or typed black ink, ticking boxes or completing where appropriate.

## Your details

Position applied for:
Post number/job reference:
Name in full:
Date of birth (DD/MM/YYYY):

What is your gender?

- Female  Male

Is your gender identity the same as the gender you were assigned at birth?

- Yes  No

What is your preferred title?

- Ms  Miss  Mrs  Mr  Other (please specify below)

What is your marital status?

- Single  Married  Civil Partner  Widowed

Are you the main carer for any dependants? (For example, young children or elderly or disabled relatives.)

- Yes  No

**i** We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act 2010 defines a person as having a disability if he or she has ‘a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’.

If you have a disability, we will make reasonable adjustments to help you through the application and selection process and, if successful, to assist you in carrying out the duties of your job. Please see ‘Information for Applicants’ (provided with your application or available online at [www.eastdevon.gov.uk/jobs\\_with\\_the\\_council\\_vacancies.htm](http://www.eastdevon.gov.uk/jobs_with_the_council_vacancies.htm)) for further information.

Do you have a disability?  Yes  No

Do you require further information or support for the selection process?

Yes  No

(If ‘yes’, please provide details below)

How would you describe your ethnic origin?

White:

English/Welsh/Scottish/Northern Irish/British  Irish  Gypsy

Any other white background (please specify below)

Mixed/multi ethnic groups:

White and Black Caribbean  White and Black African

White and Asian  Any other Mixed/Multi ethnic background (please specify below)

Asian/Asian British:

Indian  Pakistani  Bangladeshi  Asian British

Any other Asian background (please specify below)

Black/Black British:

Black British  African  Caribbean

Any other African/Caribbean/Black background (please specify below)

Chinese

Any other ethnic group (please specify below)

What is your religion?

- No religion    Buddhist    Hindu    Jewish    Muslim    Sikh  
 Christian (including Church of England, Catholic, Protestant and all other Christian Denominations)  
 Any other religion (*please specify below*)

What is your sexual orientation?

(Please tick which category best describes how you think of yourself)

- Heterosexual    Gay/Lesbian    Bisexual    Rather not specify

Where did you see this post advertised?

- Journal/Herald    Express & Echo    Job Centre    Internet    Job Bulletin  
 Other (including by word of mouth)

## Your signature

Signature:

Date (DD/MM/YYYY):

# Criminal record declaration

## About this form

East Devon District Council has a legal obligation to ensure that all its employees are suitable for the employment which they are offered. For this reason, **you are required to complete this form and return it to us with your application form.**

The Rehabilitation of Offenders Act 1974 aims to assist ex-offenders back into work by allowing them not to declare criminal convictions which have become 'spent'. A conviction will be considered 'spent' when the rehabilitation period set by the courts has elapsed. During the rehabilitation period, convictions are referred to as 'unspent' and must be declared.

**Failure to provide a full and complete history of information relevant to the post for which you are applying will result in your application being rejected and may lead to the withdrawal of an offer or dismissal, if you have already started employment.**

We will only ask questions about 'unspent' convictions as defined by the Act, unless the nature of the post requires us to ask about 'spent' convictions. It is a condition of working for the Council that you answer all the questions on this form and do not withhold any information. Having a criminal record will not necessarily preclude you from working with East Devon District Council and we will not discriminate against applicants on the basis of a criminal conviction or other information declared.

This information will be separated from your application form until the selection for interview stage has taken place. Once you have been invited to interview this information is only seen by those who need to see it as part of the selection process.

If you are charged with an offence but have already returned this form you must contact Human Resources immediately to advise us.

**Please note that if you are appointed, a check against the National Collection of Criminal Records may be undertaken and documentary evidence sought to confirm your responses.**

**i** Please complete this form in clearly written or typed black ink, ticking boxes or completing where appropriate.

## Your details

Position applied for:

Post number/job reference:

Name in full:

Have you been convicted or found guilty by a Court of any offence in any country which is not spent (excluding parking offences but including all motoring offences even where a spot fine has been administered by the Police)?  Yes  No

*(If 'yes', please provide details below)*

Are you on probation (probation orders are now called community rehabilitation orders) or absolutely/conditionally discharged or bound over after being charged with any offence which is not spent or is there any action pending against you?  Yes  No

*(If 'yes', please provide details below)*

Are you involved in any other activities which may compromise your position as an employee of East Devon District Council where you may be accused of:

- bias or prejudice in the conduct of official duties
- misuse of official information
- misappropriation of public funds?

Yes  No

*(If 'yes', please provide details below)*

## Declaration

I understand that if I am offered a post, a check against the National Collection of Criminal Records may be undertaken. I understand that if I have withheld relevant information or given false information, my application may be rejected, or an offer withdrawn and/or that I may be subject to disciplinary action including dismissal if I am appointed.

I declare that the information I have given on this form is true and complete to the best of my knowledge and belief.

Signature:

Date (DD/MM/YYYY):