



CONFIDENTIAL

Application for Employment

Before completing this application form please see the guidance notes attached.

POST APPLIED FOR

Post:

Department:

Ref:

PERSONAL DETAILS

Surname:

Initials:

Address:

Work Telephone:

Home Telephone:

Post Code:

National Insurance Number:

e-mail:

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EDUCATION & QUALIFICATIONS

School/University/College	Dates of Attendance	Qualifications/Courses with grades/results

OTHER TRAINING

Please give details of any training or qualifications not covered in previous sections (e.g. short courses, on-the-job training).

PROFESSIONAL MEMBERSHIP

If you are a member of any professional body please give details and state how membership was gained.

CURRENT / MOST RECENT EMPLOYMENT

Job Title:

Date Started:

Notice Required:

Salary/Grade:

Date Left:

Employer's Name and Address:

Outline of Main Duties:

PREVIOUS EMPLOYMENT

Employer's Name and Address

Dates from/to:

Position:

Reason for Leaving:

Please give details of any gaps in your employment history

HEALTH

Please give the approximate number of days absent and the number of occasions taken due to sickness, over the last 2 years.

Number of Working Days Absent

Number of Occasions

DRIVING

This Section should only be completed when applying for a post where driving is required or where a car allowance is paid.

Do you hold a current driving licence? Yes No

If so, what type? CAR / PSV / LGV / MOTORCYCLE / FULL / PROVISIONAL (please circle your answers)

Do you have any current / pending driving endorsements or convictions? Yes No

If Yes, please give details:

ADDITIONAL INFORMATION

In this section please refer to the job outline and person specification. Describe how you meet the requirements. You may include voluntary work that may be relevant. (Please continue on a separate sheet if necessary.)

MEDIA

Please indicate where you saw this job advertised.

Website: Blackpool Council Now People Other (Please state)

Publication: Internal Bulletin Blackpool Evening Gazette Other (Please state)

REHABILITATION OF OFFENDERS ACT 1974

Have you ever been convicted of any criminal offence? No Yes

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer no to this question even if you have in the past been subject to criminal proceedings resulting in conviction(s).

However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 from the protection. If the post requires a Criminal Records Bureau Disclosure, additional guidelines are enclosed.

OTHER

Please give details of any relationship to any member of the council (councillor) or any other employee, or if you have or are negotiating a contractual relationship with the council, please specify.

REFEREES

Please give details of two referees, one of whom should be your present or most recent employer. Do not include elected members of the Council. Note: We may contact any previous employer for a reference.

Name:

Name:

Position:

Position:

Address:

Address:

Telephone:

Telephone:

e-mail:

e-mail:

How long have you known this referee and in what capacity?

How long have you known this referee and in what capacity?

Please tick this box if you do not want this referee to be contacted prior to interview.

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DECLARATION

To the best of my knowledge the information I have given on this form is correct and may be used for registered purposes under the Data Protection Act 1998.

I understand that:

- (a) Canvassing of Officers or members of the Council or any Committee, directly or indirectly, for any appointment would disqualify my application.
- (b) The provision of false information may result in disqualification or termination of my employment. Please note that any information submitted on this form may be checked out with referees.
- (c) Under the Rehabilitation of Offenders Act (if it applies to the post which I am applying) failure to disclose any convictions may result in disciplinary action by the Authority.
- (d) Under legislation for the Protection of Children and Vulnerable People, I will be asked to agree to a disclosure being made by the Criminal Records Bureau about the existence and content of a criminal record, if relevant to the post for which I am applying.
- (e) Should I be short listed for interview, I will produce all my original certificates relating to the qualifications listed in the person specification, and evidence to prove my entitlement to work in the UK (see guidance notes). (These guidance notes will be sent out with your letter inviting you to attend an interview.)

Please note: We will record and hold the information given for personnel, employment, education and training purposes in accordance with the Data Protection Act 1998. We register the purposes for which we hold information. We will not disclose information about you to anyone other than that described in our registration, unless the Law requires us to do so.

SIGNED:

DATE: