

The Best People: The Best Services

This form and its guidance are available in alternative formats (see back page) or you can apply online at

www.leics.gov.uk/jobs

Free internet access is available at all Leicestershire Libraries & Service Points

Please read the guidance before completing this form. It explains how to complete the form and contains some advice which may help you to submit a better application.

Job Application Form

Pre-employment screening checks may be undertaken on recruitment applications and applicants for the purposes of confirming information requested and provided within this application form.

1 Post Details

Post applied for:	Post Ref:
Department:	Location:

2 Personal Details

Family Name:	Other Names:
Previous Names:	
Title:	National Insurance Number:
Address:	Contact Telephone Number:
	Please only answer the questions below if they are a requirement on the Person Specification for this post
	Do you have a current full driving licence?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
Postcode:	Do you have use of a vehicle?
Email:	Yes <input type="checkbox"/> No <input type="checkbox"/>

3 Present Employment

(If you are currently not in employment please leave blank)

Job Title:	Telephone Number:
Employer's Name:	May we contact you on this number?
Address:	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Basic Pay/grade:
	Other Pay:
	Date Started:
Postcode:	Period of Notice:
Outline of key duties and responsibilities:	

11 Disability/Health Conditions

The County Council encourages people with disabilities to apply for jobs and uses the 'Two Ticks' Disability Symbol. This means that the County Council is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

The Equality Act 2010 defines disability as:

'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'

Please see notes of guidance for further clarification of this definition.

I consider myself Disabled Non Disabled

Please indicate below if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

- | | |
|---|---|
| <input type="checkbox"/> Interview information in audio format | <input type="checkbox"/> Wheelchair-accessible location for interview and tests if applicable |
| <input type="checkbox"/> Interview information in large print format | <input type="checkbox"/> Car parking space for interview |
| <input type="checkbox"/> Sign language interpretation or other assistance with communication at interview | <input type="checkbox"/> Facility for personal carer, assistant or other person to accompany you at interview |
| <input type="checkbox"/> Induction loop in interview room | |

Please specify any other support, which you would like to be made available on the day

12 Data Protection Act

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 18 months from last contact.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for up to 6 months and then destroyed. The information may be used by Leicestershire County Council for the purposes of equality monitoring, compiling statistics and maintaining other employment records. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes.

13 Interview Arrangements

Please indicate below any dates when you would not be available to attend for interview:

14 References

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email address:	Email address:
Telephone No:	Telephone No:
Title/Position:	Title/Position:
Relationship to applicant:	Relationship to applicant:
* Please tick this box if this referee is not to be contacted prior to interview without your permission <input type="checkbox"/>	* Please tick this box if this referee is not to be contacted prior to interview without your permission <input type="checkbox"/>

One of your references should be your present or most recent employer.

For all candidates shortlisted for posts which have been designated as a regulated activity, it will be necessary to approach both referees before the interview.

15 Declaration

- I declare that the information I have given on this form is, to the best of my knowledge, correct, true and accurate and that I have not omitted any facts which may have any bearing on my application. I understand that falsification of qualification or any other information may lead to the withdrawal of any offer of employment, or dismissal where employment has already commenced.
By signing this form I agree to Leicestershire County Council using this information to consult any third parties or external organisations for the purposes of confirming and/or clarifying such information.
- I also confirm that I have not directly or indirectly approached an Elected Member or employee of the County Council or Governor of a school/college to support me in making this application, as this would disqualify me as a candidate.
- I understand that if I don't tell you about any relationships with any members or employees of the County Council, or Governor of the school/college, or I neglect to tell you about any criminal convictions/cautions/reprimands/final warnings detailed in the guidance notes, and this is discovered after appointment, I could be dismissed without notice.
- I also understand that satisfactory references, CRB disclosure (if appropriate), medical clearance and evidence of the right to work in the UK are required before any final offer of employment can be made.

Signature: _____

Date: _____

If you are applying online you will be required to bring a signed application with you to the interview.

This form and its guidance notes can be requested in **alternative formats such as large print, audio file and electronic formats**: Telephone 0116 305 8815, Fax 0116 305 6510, Email escrecruitment@leics.gov.uk, Minicom 0116 305 6870

16 Monitoring Section

It would be really helpful if you could complete this section for us. The County Council is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike.

The details you supply will be stored separately to the information on the rest of the application form and will **not** be used as a basis for decision-making within the selection process.

Department: _____

Post Ref: _____

Based at: _____

Application for post of: _____

1) How would you describe your ethnicity?

(a) White or White British

- British
 Irish
 Any other White background
(please write in below)

(b) Mixed

- White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background
(please write in below)

(c) Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Any other Asian background
(please write in below)

(d) Black or Black British

- Caribbean
 African
 Any other Black background
(please write in below)

(e) Chinese or other ethnic group

- Chinese
 Any other ethnic group
(please write in below)

(f) Gypsy/Traveller

- Irish Traveller
 Romany Gypsy
 Any other background
(please write in below)

Prefer not to state

2) My sex is Female Male Prefer not to state

3) My date of birth is (DD/MM/YYYY)

Age: _____

4) The Equality Act 2010 defines disability as:

'A physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities.'

I consider myself Disabled Non Disabled Prefer not to state

5) My Religion or Belief is

Buddhist Christian (all denominations) Hindu Jewish Muslim

Sikh None Prefer not to state Other Please Specify

6) My Sexual Orientation is

Bi-sexual Gay Lesbian Heterosexual Prefer not to state

Other Please Specify

7) Where did you see this vacancy advertised? (Please be specific e.g. Leicester Mercury/Connexions/ Jobcentre Plus/ County Council website)

16 Monitoring Section (Continued)

8) Do you work for Leicestershire County Council now? Yes No

If yes do you consider this job to be a promotion? Yes No

Family Name: _____

Other Names: _____

OFFICE USE ONLY

Shortlisted

Interviewed

Appointed