

ARMTHORPE PARISH COUNCIL

Application for Employment

CONFIDENTIAL - The information you provide on this form will be used for recruitment, selection and for employment contract purposes.

Please complete this application in black ink or by typing and submit it as stated in the job advertisement:

By e-mail to: clerk@armthorpeparishcouncil.co.uk

Or post to: Mrs S Youngman, Clerk to Armthorpe Parish Council, Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG, marked 'Confidential'.

Post Applied For:	
Closing Date:	

PART A – PERSONAL DETAILS

Last Name		Title	
First Name(s)			
Address			
Post Code			
Contact Telephone Number			
E-mail Address**			
National Insurance Number			
Are you entitled to work in the United Kingdom?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you related to a Councillor or an employee of the Council?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If so, please provide details in the additional information box on the next page</i>
Are there any dates when you would not be available for interview?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	<i>If so, please provide details in the additional information box on the next page</i>
Do you have: - a car available for work? - a current clean driving licence? - any previous motoring offences?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>
	<i>(If not, please provide details in the additional information box on the next page)</i>		
	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	<i>(if YES, please provide details in the additional information box on the next page)</i>		

*** We would prefer to contact you by email throughout the recruitment process, please provide an email address where possible.*

ADDITIONAL INFORMATION -**Please use this section to expand on any of the questions in Part A**

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PART B – INFORMATION IN SUPPORT OF APPLICATION**EMPLOYMENT RECORD**

Present (or Last Employer) Name & Address	Dates from / to (Month & Year)	Job Title, Brief Description of Duties & Salary
Period of Notice Required		

Previous Employment Name & Address	Dates from / to (Month & Year)	Job Title, Brief Description of Duties & Salary

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EDUCATION, TRAINING & VOCATIONAL QUALIFICATIONS

Please provide details (including dates) of qualifications achieved

Secondary Education

Name of School	Dates		Qualification/Grade Achieved
	From	To	

Further or Higher Education

Place of Education	Dates		Qualifications/Level Achieved
	From	To	

Place of Education	Dates		Qualifications/Level Achieved
	From	To	

Other Training (eg Management, In-Service Professional, etc)			
College/Institute or other name	Dates		Qualifications/Level Achieved
	From	To	

Membership of Professional Associations			
Professional body	Status of Membership	Membership by exam? Yes/No	Since

REFERENCES (Please supply details of two persons (other than relatives) from whom references can be obtained. If you have had previous employment one of your referees must be your current or most recent employer.)				
	Reference 1		Reference 2	
Referee Name				
Job Title				
Address				
Email				
Contact Telephone No.				
May we take up reference prior to an offer of employment	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

DETAILS OF YOUR EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS POST - Please read the Job Description and Person Specification carefully and explain how your education, training and experience (including any not relating to employment) relate to the post for which you are applying

Please use a continuation sheet if necessary

Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges? YES NO

Please supply details:

CRIMINAL RECORDS DISCLOSURES -

Employers can check the records of someone applying for a role. This is known as getting a Disclosure and Barring Service (DBS) check.

The 1997 Police Act allows employers to obtain this information on people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust. The advertisement and recruitment literature will specify if this is the case and the level of disclosure required. **If this is applicable to the post you are applying for, please read and complete this section** in association with the accompanying letter regarding the DBS.

All applicants who are short-listed for interview will be required to bring documentary evidence to confirm their identity. However, only the successful applicant will be required to complete a DBS application form, at which time your identity will be validated. The Council will submit the application form to the DBS, paying the necessary fee.

If the post you are applying for is subject to an **enhanced or standard disclosure** you must provide details of **all** convictions including those spent under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, including cautions, reprimands, warnings, investigations or prosecutions pending as the Council is exempt from these provisions.

The successful candidate will not be contracted to commence work until their Disclosure Certificate has been processed and the decision to appoint ratified.

Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate's suitability for the post applied for. Failure to disclose any information required of you may result in disciplinary action or dismissal from the Council.

DECLARATION – submitting this form via e-mail you are declaring that the information stated is true and accurate

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I understand that providing misleading or false information will disqualify me from the appointment and/or may result in dismissal.
3. I understand that under legislation for a Disclosure and Barring Service, I will be required, if I am offered the post, to submit a DBS application about the existence and content of a criminal record.

Signature:

Date:

Please note, if you are completing this application electronically, you will be asked to sign the form if you are invited to an interview.

Equality, Diversity and Inclusion Policy

Armthorpe Parish Council is an Equality, Diversity and Inclusion Policy employer. The Council operates a policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment. In order to help the Council monitor the effectiveness of this policy (and for no other reason), you are asked to provide the information requested below. This information is confidential and does not form part of your application. This page will be detached from your application form when it is received and the information will not be taken into account when making the appointment.

Job Title:	
Last Name	
First Name(s) or Initials	

Gender	
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Age Band	
16-24 years	<input type="checkbox"/>
25-34 years	<input type="checkbox"/>
35-49 years	<input type="checkbox"/>
50-54 years	<input type="checkbox"/>
55 and over years	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Religion/Belief	
Buddhist	<input type="checkbox"/>
Christian	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Other	<input type="checkbox"/>
None	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Do you consider yourself to have a disability?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

Ethnic Origin	
White	
• British	<input type="checkbox"/>
• Irish	<input type="checkbox"/>
• White Other	<input type="checkbox"/>
Asian or Asian British	
• Bangladeshi	<input type="checkbox"/>
• Indian	<input type="checkbox"/>
• Pakistani	<input type="checkbox"/>
• Any Other Asian	<input type="checkbox"/>
Black and Black British	
• African	<input type="checkbox"/>
• Caribbean	<input type="checkbox"/>
• Any Other Black	<input type="checkbox"/>
Mixed	
• White & Asian	<input type="checkbox"/>
• White & Black African	<input type="checkbox"/>
• White & Black Caribbean	<input type="checkbox"/>
• Any Other Mixed	<input type="checkbox"/>
Other	
• Chinese	<input type="checkbox"/>
• Any Other	<input type="checkbox"/>
• Prefer not to say	<input type="checkbox"/>

Where did you learn of this vacancy?	
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Thank you for your co-operation