

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

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 ☐

No ☐

Postcode:

Do you have use of a vehicle?

Email:

Yes ☐

No ☐

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 ☐

No ☐

Basic Pay/grade:

Other Pay:

Date Started:

Postcode:

Period of Notice:

Outline of key duties and responsibilities:

4a Experience (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.

Organisation	Role	Salary (If Applicable)	Period From MM/YYYY	To MM/YYYY	Reason for leaving

4b Please specify all time not accounted for above with dates and reasons

5 Summary of Experience, Skills, Knowledge and Competencies

Please tell us about your relevant experience, skills, knowledge and competencies which you feel make you the best person for the job, always referring to the Person Specification.
Please use additional paper if necessary.

5 Summary of Experience, Skills, Knowledge and Competencies

(continued)

6 Relationships

Are you related to any Elected Member/employee of Leicestershire County Council?

Yes ☐ No ☐

If yes, please give details

7 Criminal Convictions and Cautions

To be read in conjunction with the criminal convictions section on the application form guidance notes.

Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning? Yes ☐ No ☐

Please give details of all convictions and/or cautions in a sealed envelope and attach this to your form including date, court and nature of offence.

The Terms and Conditions of Employment found in your job pack will tell you if this post is subject to a CRB check.

8 Education

Qualification gained or pending. Please state subject (Please be prepared to provide evidence at interview)

Grade

Date Achieved (MM/YYYY)

School/College/University

--	--	--	--

9 Membership of Relevant Organisations

Professional Body/Association

Qualification/Membership Level

Dates of Qual/Membership (MM/YYYY)

--	--	--

10 Relevant Courses/Awards (eg short courses attended/certificates/awards)

Organising Body	Brief Details of Course/Award	Duration	
		From	To

11 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

- ☐ 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)

2) My sex is ☐ Female ☐ Male

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

Age: _____

4) The Disability Discrimination Act 1995 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

5) Religion

My religion is:

Buddhist ☐ Christian (all denominations) ☐ Hindu ☐ Jewish ☐ Muslim ☐

Sikh ☐ None ☐ Other ☐ Please Specify _____

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

7) 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: _____

First Names: _____

OFFICE USE ONLY

Shortlisted ☐

Interviewed ☐

Appointed ☐



12 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 Disability Discrimination Act 1995 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.

- ☐ Interview information on audio tape
- ☐ Interview information in large print format
- ☐ Sign language interpretation or other assistance with communication at interview
- ☐ Induction loop in interview room
- ☐ Wheelchair-accessible location for interview and tests if applicable
- ☐ Car parking space for interview
- ☐ Facility for personal carer, assistant or other person to accompany you at interview

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

13 Attendance

Please detail your sickness absence (school/college/work) in the last year, including number of days and frequency. Please indicate if the absence was disability or pregnancy-related.

We will request details of your sickness absence from your employment referee.

14 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 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.

15 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"/>

Please note that an offer of employment cannot be made without prior receipt of satisfactory references, one of which should be your present or most recent employer.

16 Interview Arrangements

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

17 Declaration

- I am signing this to say that all the information I have put in this form is true and accurate, and that I have read all of the relevant sections of the application form guidance notes.
- 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: _____

This form and its guidance notes can be requested in **alternative formats including braille, large print, tape etc**: Telephone 0116 305 6252, Fax 0116 305 6254, Email mainreception@leics.gov.uk, Minicom 0116 305 6870