

Application for Employment

Post applied for:	Post number:
Where did you see this post advertised:	

Please refer to the guidance notes before completing this form. **Please note we do not accept CVs.**

Personal details	
Title:	Forename(s):
Surname:	
Address:	Postcode:
Contact telephone no:	Email address:

Present/most recent employment	
Name and address of employer:	
Telephone no:	Title of post:
Gross annual salary:	Hours worked per week:
If part time please also include hourly rate:	
Date appointed:	Notice required/date of termination:
If you are applying for a teaching post, please complete:	Teacher reference no:
If you are applying for a social work position, please complete:	
Social Work England registration number:	Date obtained:

Summary of main duties and responsibilities:

Previous employment

Please ensure that the following details and dates are continuous including periods of unemployment and voluntary work.

Employer/organisation (contact name and telephone number)	From DD/MM/YY	To DD/MM/YY	Job title	Reason for leaving

Education/training/qualifications/certificates

If shortlisted you will be required to present relevant original certificates at interview, which are those that correspond to essential/desirable requirements of the post.

Schools, colleges and universities attended	From DD/MM/YY	To DD/MM/YY	Courses taken/ examinations	Date passed	Grade

Professional qualifications

Additional training (including employment based training)

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Experience, skills and abilities

Use this section to explain why you should be shortlisted for the post. Use the information in the advertisement, job description and employee specification to demonstrate you have the **essential** skills, knowledge and experience we are looking for. Where you have the desirable skills listed on the employee specification, please tell us about these too. You should show how you currently use these and how you have used them in the past. You can include relevant skills and experiences outside of paid work, such as voluntary or community work.

Please do not attach a CV.

Please provide details of two people who have agreed to act as referees (one of who should be your present or most recent employer) that we can contact for a reference on your ability to carry out the duties of the post. Where possible this should be your manager. References may be verified with referees. In certain circumstances references may be sought from previous employers not listed below.

As part of safer recruitment processes for people working with children or adults we will require employment references covering the five years prior to your application. If shortlisted for interview you will be asked to provide this information at the earliest opportunity.

1. Title: Name:	2. Title: Name:
Company name: Position held:	Company name: Position held:
Address:	Address:
Postcode: Telephone no: Email address:	Postcode: Telephone no: Email address:
Relationship to referee? How long have you know the referee? Do you agree to this referee being contacted before the interview? Choose an item.	Relationship to referee? How long have you know the referee? Do you agree to this referee being contacted before the interview? Choose an item.

Additional information

Are you a relative or associate (e.g. a fellow member of a club, association or business partner) of a council employee, elected member or, if applicable, a governor of a school of North Lincolnshire Council?

Choose an item.

If yes, please give name and relationship:

Disability Confident scheme



North Lincolnshire Council has received recognition from Jobcentre Plus of its commitment as an employer towards the recruitment, employment, retention and career development of all applicants with a disability. As part of the council's commitment, **all applicants with a disability who meet the essential criteria for the job will be invited to interview.**

Are you seeking an interview under the Disability Confident scheme? Choose an item.

Additional employment

Do you intend to undertake other work in addition to this post? Choose an item.

If yes, state weekly hours of additional work:

Convictions/disqualifications

North Lincolnshire Council is committed to making appointments on merit and will focus on a person's abilities, skills, experience and qualifications. When considering an applicant with a criminal record, the council will consider the relevance of the conviction(s) to the job for which the person is applying. A criminal record will not necessarily be a bar to obtaining a position. Appropriate checks will be made depending on the post applied for.

A Disclosure and Barring Service (DBS) check will be done on successful applicants for posts that involve contact with children and/or vulnerable adults and are considered to be 'exempt' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The information obtained will be kept strictly confidential in accordance with the code of practice issued by the DBS.

The DBS code of practice is available on the Home Office website <http://www.homeoffice.gov.uk>

The full version of our Recruitment of ex-offenders and DBS checks procedure can be accessed on our website at www.northlincs.gov.uk/XX

Declaration

I understand that canvassing members of North Lincolnshire Council in connection with this appointment, or knowingly failing to disclose a relationship, will disqualify me. I declare that the particulars I have given are true, complete and correct. I accept that any false statement or material omissions will normally lead to my being dismissed if appointed to the post. If you have completed our online application form or are submitting a form by email you will be asked to sign and date your form if invited for interview.

Signature:

Date:

North Lincolnshire Council collects and processes your personal data to provide you with the services you request and handle your enquiries, reports and feedback. We will process your personal data in accordance with Data Protection legislation including the General Data Protection Regulation, and only disclose your personal data when fair and lawful.

A copy of the council's Privacy Notice for Human Resources (Employment) can be viewed at <https://www.northlincs.gov.uk/your-council/about-your-council/information-and-performance/information-governance/data-protection-and-privacy/>

Monitoring of Recruitment

North Lincolnshire Council is committed to providing equality of opportunity in its employment procedures and will consider all applicants on the basis of their suitability for the post, irrespective of age, disability, gender, race, religion or belief, sex, sexual orientation, marital status or for pregnancy or maternity related reasons. Please complete this section of the form, which is voluntary and will be used to monitor the effectiveness of our policies.

This section is not used as part of the selection process

What is your gender?	Choose an item.
Date of birth (dd/mm/yyyy)	Click here to enter text.
What is your ethnic background?	Choose an item.
What is your nationality?	Click here to enter text.
Do you have a disability?	Choose an item.
What is your sexual orientation?	Choose an item. If you have selected 'prefer to self-describe' please complete the box below.
What is your religion or belief?	Choose an item.