



If you need a copy of this information in large print, Braille, another language or on cassette, please ask us

Application for the Post of:		Job No:	
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Candidate Ref No.	
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If you are a current employee are you applying for this post as a redeployee? Yes  No

## 1. Personal Information

Last Name	<input type="text"/>	Previous Name(s): (if applicable)	<input type="text"/>
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First Name(s):	<input type="text"/>
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Home Address:	<input type="text"/>
Please specify alternative correspondence address on a separate sheet.	
	Postcode: <input type="text"/>

E-mail address:	<input type="text"/>
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National Insurance Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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### Telephone Numbers:

Do you have a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Home:	<input type="text"/>
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Do you have daily use of a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Work:	<input type="text"/>
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Do you have any penalty points on your licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Mobile:	<input type="text"/>
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If so how many?	<input type="text"/>
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Do you consider yourself to have a disability? Yes  No

(NB: The Disability Discrimination Act defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities")

The County Council operates an interview guarantee scheme for people with a disability and who meet the essential criteria of the post.

If you have a disability, are there any arrangements which we can make for you if you are called for interview? Yes  No

If Yes, please outline your requirements:	<input type="text"/>
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How did you find out about this job ?	<input type="text"/>
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Are you applying on a job share basis? Yes  No

If so, please state the proportion of full-time you are willing to work:	<input type="text"/>
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## 2. Present (or Most Recent) Employment

Name and address  
of present (or most  
recent) employer:

Telephone Number:

Date Started:

Date of Leaving:  
(if applicable)

Title of Post:

Present or final  
grade/salary:

Specify any other  
additional benefits/  
payments you receive:

Reason for Leaving:

Please provide a brief description of duties of the post:

Period of notice required to terminate employment:

### 3. Previous Employment

Starting with the most recent, all periods since leaving full-time education should be accounted for e.g. unemployed, voluntary work, raising a family. (Continue on a separate sheet if necessary).

<b>Name and Address of employer(s):</b>	<b>From: Month/Year</b>	<b>To: Month/Year</b>	<b>Post held, brief description of duties and reason for leaving:</b>
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**4. Professional Qualifications**

Please state the name of each body, date of admission and the date of successfully completing each part of the qualification.

<b>Name of Professional Association:</b>	<b>Membership Grade:</b>	<b>Please state whether by examination or award:</b>	<b>Date:</b>

**5. Other Training and Courses**

Please list in chronological order, most recent first, any relevant courses or training you have attended in the last five years indicating the date of attendance.

<b>Title of Course/Training</b>	<b>Date of Attendance</b>



## 7. Additional Information

Please see notes of guidance. Supporting information, in particular any experience, skills and knowledge relevant to the post applied for as detailed in the Job Description and Person Specification sent to you should be added here. (Please continue on a separate sheet if necessary).

## 8. Sickness Absence Details

Please note that in accordance with the Data Protection Act 1998, all personal sensitive information given will only be used in connection with this application process.

Please give details of sickness absence during the last 24 months.

Number of days:

Number of Periods:

Reason(s) for  
Absence(s):

## 9. References

One should relate, if applicable to your present job, or most recent employer, or a member of the School/University Academic Staff. Please state in what capacity the two referees are acting, e.g. current employer.

1st Referee's  
Name and  
Address:

Telephone No:

Capacity:

E-Mail Address:

Please indicate here if you are happy for this referee to be contacted at this stage Yes  No

2nd Referee's  
Name and  
Address:

Telephone No:

Capacity:

E-Mail Address:

Please indicate here if you are happy for this referee to be contacted at this stage Yes  No

Please note that references will be taken up before you are formally confirmed in post.

## 10. Asylum and Immigration Act 1996

The successful applicant will be required to provide original material evidence of a valid National Insurance Number or other approved documentation before being allowed to commence employment. Can you provide evidence? (Please see Guidance Notes entitled 'The Asylum and Immigration Act 1996' for further information)

Yes  No

## 11. Rehabilitation of Offenders Act 1974

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). All criminal convictions, cautions and bind overs must be declared regardless of when they occurred. This is completely confidential.

Do you have a prosecution pending or have you ever been convicted at a court or cautioned by the Police for any offence?

Yes  No

If yes, please give date(s) of conviction/caution(s) and brief details:

Staffordshire County Council aims to promote equality of opportunity for all with the right mix of talent, skills, and potential. We welcome applications from diverse candidates. Criminal convictions, cautions and bind-overs will be taken into account for recruitment purpose only when relevant.

### For Social Care and Health Applications Only

It is Personnel policy to check applicant details against Staffordshire Social Service Client and Personnel Records. Please specify if you object to this check.

I **object/ do not object** to my details being checked against Staffordshire Social Service Client and Personnel Records. **(Delete as appropriate)**

It will not be possible to proceed with your Application if you do not agree to these checks – please see Guidance Notes.

## 12. Declarations

To your knowledge are you related to anyone elected to or employed by Staffordshire County Council?

Yes  No

If 'Yes', whom and position held:

The information given in this form will form part of The Contract of Employment for successful candidates. Under the terms of The Data Protection Act 1998 the information you give us will be kept confidential and will only be used for the purpose of personnel management. We may contact other relevant organisations to check factual information, including sickness absence, you have given details of in this application form. The information will be stored manually and electronically and disposed of after 12 months (maximum) if your application is unsuccessful.

I declare that all the information I have provided is true, that I have not canvassed a member/officer of the Council, directly or indirectly, in connection with this application and further, that I will not do so. I understand that such canvassing will disqualify me as a candidate. I further understand that failure to disclose any relationship with a member/officer of the Council or providing information which is untrue or omitting information relevant to the application, will also disqualify me and that if such failure/untrue information is discovered after appointment I may be liable to dismissal without notice. I agree that the information I give you in connection with this application for employment may be stored and processed for the purpose of personnel management.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Please remember to complete and return the recruitment monitoring form

**"WORKING TOWARDS EQUALITY FOR ALL"**

