

APPLICATION FORM CONFIDENTIAL

**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.**

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| **1. POST DETAILS** | |
| Post applied for: |

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| **2. PERSONAL DETAILS** | | |
| Family Name: | Other Names: | |
| Previous Names: | National Insurance Number: | |
| Title: | Contact Telephone Number: | |
| Address: |  | |
| Do you have a current full Driving License? | *(Double click to select)*  **YES**  **NO** |
| Do you have use of a vehicle? | *(Double click to select)* **YES**   **NO** |
| Post Code: |
| Email: |

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| **3. PRESENT EMPLOYMENT**  (If you are not currently in employment please leave blank) | |
| Job Title: | Telephone Number: |
| Employer’s Name: | May we contact you on this number?  **YES**  **NO** |
| Address: | Basic Pay/grade: |
| Other Pay: |
| Postcode: | Date Started: |
| Period of Notice: |

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| Outline of key duties and responsibilities: |

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| **4a. EXPERIENCE (This should include paid and unpaid employment, work experience, placements etc) Please list most recent post first.** | | | | | |
| Organisation | Role | Salary  (If Applicable) | Date Employed | | Reason for leaving |
|  |  |  | From  MM/YYYY | To  MM/YYYY |  |

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| **4b. Please specify all time not accounted for above with dates and reasons** |
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| **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 give examples of things you have done in your work/home life to fulfill the Person Specification. Please use additional paper if necessary. |

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| **5. SUMMARY OF EXPERIENCE, SKILLS, KNOWLEDGE AND COMPETENCIES Cont….** |
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| **6. RELATIONSHIPS** |
| Are you related to any Elected Member/ employee of the Leicestershire County Council?  **YES**  **NO**  If **YES**, please give details |

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| **7. CRIMINAL CONVICTIONS AND CAUTIONS** |
| Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198’ available at <http://www.justice.gov.uk/downloads/offenders/rehabilitation/rehabilitation-offenders.pdf>?  **YES  NO  If YES**, please provide the details in a sealed envelope and attach to your form including date, court and nature of offence. |
| If the post you are applying for is defined under Safeguarding Vulnerable Groups Act 2006 (including amendments made under section 64 of the Protection of Freedoms Act 2012) as requiring a criminal records check the successful candidate will be required to produce either an appropriate valid enhanced criminal record certificate or apply to the Disclosure and Barring Service for the appropriate check. |

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| **8. EDUCATION** | | | |
| Qualifications gained or pending. Please state subject  (Please be prepared to provide evidence at interview) | Grade | Date Achieved  (MM/YYYY) | School/College/University |
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| **9. MEMBERSHIPS OF RELEVANT ORGANISATIONS** | | |
| Professional Body/Association | Qualification/ Membership Level | Dates of Qual/ Membership (MM/YYYY) |
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| **10. RELEVANT COURSES/ AWARDS (e.g. short courses attended/ certificates/awards)** | | | |
| Organising Body | Brief Details of Course | Duration | |
|  |  | From | To |

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| **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.’*  **I consider myself to be: 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  Car parking space for interview (for people with mobility problems only)  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: |

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| **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 the last contract.  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. If you are a Jobcentre Plus or Connexions client we will disclose information to them for performance and monitoring purposes. |

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| **13. INTERVIEW ARRANGEMENTS** |
| Please indicate below any dates when you would not be able to attend for interview: |

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| **14. REFEREES** | |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Email Address: | Email Address: |
| Telephone Number: | Telephone Number: |
| Title/ Position: | Title/ Position: |
| Relationship to applicant: | Relationship to applicant: |
| One of your references should be your present or most recent employer.For all candidates shortlisted for posts which have been designated as a requiring a criminal record check, it will be necessary to approach both referees at the shortlisting stage. | |

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| **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. * I understand that if I neglect to tell you about any criminal convictions/cautions/reprimand/final warnings and this is discovered after appointment, I could be dismissed without notice. * I also understand that satisfactory references, medical clearance, evidence of the right to work in the UK and, a satisfactory criminal records Disclosure Certificate, 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. |

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| **16. DBS Checks** |

Do you currently hold an Enhanced DBS certificate? Yes  No

If yes is this currently registered with the online DBS Update Service

Yes  No

# This form can be requested in alternative formats such as large print and electronic formats. Telephone the Pop Up Care Clubs on 07506 732670 or Email [popupcareclubs@hotmail.com](mailto:popupcareclubs@hotmail.com)

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| **17. MONITORING SECTION** |
| It would be really helpful if you could complete this section for us. We are 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. |

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| Application for post of: |

1) **How would you describe your ethnicity?**

(a) White (b) Mixed (c) Asian & British Asian

British  White and Black Caribbean  Indian

Irish   White and Black African  Pakistani

Any Other White  White and Asian   Bangladeshi

Background \*  Any Other Mixed Background\*  Any Other Asian Background\*

\*(please write in below) \*(please write in below) \*(please write in below)

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(d) Black or Black British (e) Chinese or other ethnic group (f) Gypsy/Traveller

Caribbean  Chinese  Irish Traveller

African  Any Other ethnic group\*  Romany Gypsy

Any Other Black background\*  Any Other Background\*

\* (please write in below) \* (please write in below) \*(please write in below)

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Prefer not to state

**2)** **My sex is Male**  **Female**  **Prefer not to state**

**3) My date of birth is (DD/MM/YY)** **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 to be Disabled  Non Disabled  Prefer not to state

**5)** **My religion 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)** **My Nationality is:**

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**8) Where did you see this vacancy advertised?**

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| Family Name: | Other Names: |
| OFFICE USE ONLY  Short listed  Interviewed  Appointed | |