



JOB APPLICATION FORM

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| App Form No: |
| Job Ref No: |

For office use only

Please refer to the Guidance Notes for Applicants for help in completing this form

1. Personal Information

| | | | | | |
|----------|--|-------------|----------------|---------|--|
| Title | | Forename(s) | | Surname | |
| Address | | | Home tel | | |
| | | | Mobile tel | | |
| | | | E-mail address | | |
| | | | | | |
| Postcode | | | | | |

2. Job Details

| | |
|-------------------------------------|--|
| Post applied for | |
| Reason for interest in this vacancy | |

3. Current / Most Recent Employment

| | | | |
|------------------------------|--|------------------------------|--|
| Job title | | Date of appointment to job | |
| Name and address of employer | | Leaving Date (if applicable) | |
| | | Current salary £ | |
| | | Other benefits | |
| | | | |
| | | Period of notice | |

| | |
|------------------------------|--|
| Brief outline of your duties | |
|------------------------------|--|

4. Education and Qualifications

Please continue on a separate sheet as necessary

| Name of establishment | Dates of attendance | Course title / level | Result / grade |
|-----------------------|---------------------|----------------------|----------------|
| | | | |

5. Training

Please provide details of training courses attended / continuing professional development.
Please continue on a separate sheet as necessary.

| Course title / topic | Duration | Date of course |
|----------------------|----------|----------------|
| | | |

6. Membership of Professional Bodies

| Name of organisation | How membership was obtained (eg examination) | Membership grade | Date obtained |
|----------------------|--|------------------|---------------|
| | | | |

7. Employment History

Please provide a complete record of employment starting with the most recent. Include voluntary work, extended work experience and government schemes. Please continue on a separate sheet as necessary.

| Name and address | Position | Grade / earning level | Dates | | Reason for leaving |
|------------------|----------|-----------------------|-------|----|--------------------|
| | | | From | To | |
| | | | | | |

8. Driving Licence

This information will only be considered if a driving licence is an essential requirement of the job for which you have applied.

| | | |
|--|---------------|--|
| Do you hold a current driving licence? | Yes | |
| | No | |
| If 'Yes' please indicate which type by ticking the appropriate box | Provisional | |
| | Standard Full | |
| | LGV (Artic) | |
| | LGV (Rigid) | |
| | PSV | |

9. Additional Information

Please read the job description and person specification carefully before completing this section. Provide details of your experience and abilities relevant to the job for which you are applying. These may have been acquired through voluntary work, education, home life or hobbies as well as work. Make sure that you relate these to the person specification. Please continue on a separate sheet as necessary.

10. Referees

Please give details of two people in positions of responsibility (not relatives) who will act as referees. One of these should be your current (or most recent) employer, or your college tutor. References will be taken up only after an offer of employment is made. Any offer of employment will be subject to references which are satisfactory to Craven District Council.

| | First Referee | Second Referee |
|---|---------------|----------------|
| Name | | |
| Job Title | | |
| Address | | |
| | | |
| | | |
| | | |
| Tel no | | |
| E-mail | | |
| Name by which you are known to your referee | | |
| Relationship to you (eg manager) | | |

11. Special Arrangements

As an employer which is positive about disabled people we guarantee that anyone with a disability who meets all the essential job criteria as outlined in the person specification for the role will be given an interview. If you have a disability as outlined by the Equality Act 2010 and require reasonable adjustments to be made during the recruitment process, please indicate how we can assist (please use a separate sheet if necessary). Copies of this application form are available in large print, braille and on tape.

| |
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12. Criminal Convictions

A criminal conviction will not necessarily be a bar to recruitment and applicants will be considered on their merits. However for certain jobs it is unlawful for Local Authorities to recruit people with certain convictions hence the need for the following information.

| | | |
|---|-----|--|
| Have you ever been convicted of any criminal offence? | Yes | |
| | No | |

If yes, please specify date of conviction, court, nature of offence and sentence imposed. These can be placed in a sealed envelope and returned with your application.

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'No' to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment, especially those with access to children, are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) 1975, from the protection of the Act. It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.

For applications for certain jobs the council will require a disclosure from the Disclosure and Barring Service. This will apply to successful candidates only. Information about whether a disclosure will be required will be provided in the pack accompanying this form.

13. Asylum and Immigration Act 1996

It is an offence to employ a person subject to immigration control unless he / she is entitled to be employed in the United Kingdom. A person subject to immigration control is someone who requires leave to enter or remain in the United Kingdom.

This does not apply to British citizens, Irish citizens, Commonwealth citizens with the right of abode in the United Kingdom, citizens of any countries in the European Economic Area / Economic Union, Asylum seekers with written permission to work, people appealing against refusal of an application for further permission to stay, student nurses admitted under immigration rules, family members, irrespective of nationality, of non British EEA nationals providing the EEA national is lawfully residing in the UK and if the family member is a spouse, the marriage has not ended.

Prior to a confirmed offer of appointment, applicants will be required to produce original documentation to confirm that they are legally able to work in the United Kingdom.

| | | |
|---|-----|--|
| I confirm that I am entitled to be employed in the United Kingdom | Yes | |
| | No | |

14. Relationships

If you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece of an existing councillor or officer of the council or of the partner or such persons, please provide the name of that person and the nature of the relationship below.

| |
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15. Disqualification

The council will disqualify any applicant who directly or indirectly seeks the support of any councillor or officer for any appointment with the council. This does not preclude a councillor from giving a written reference for a candidate.

16. Data Protection

Because we have a duty to protect the public funds we handle, we might need to use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations which handle public funds.

Your personal data will be processed in accordance with the Council's Privacy Notice which is enclosed. You are asked to complete the Personal Information Sheet which is attached, so as to help the Council monitor its compliance with equality and diversity obligations, although you are not obliged to complete this in order to be considered for this particular job, and the details will not be considered as part of your application. Any information that you provide is therefore with your consent.

17. Confirmation of Details

The information you have provided should be complete and correct. Falsification of information on the form will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I confirm that the details in this application are correct and complete. I agree that the data provided can be used as described in Section 16 above.

| | | | |
|--------|--|------|--|
| Signed | | Date | |
|--------|--|------|--|

Please return your completed form to Human Resources, Craven District Council, 1 Belle Vue Square, Broughton Road, Skipton, BD23 1FJ or by e-mail to humanresources@cravencd.gov.uk. Please note that receipt of hard copies will not be acknowledged unless a stamped, addressed envelope is enclosed.



PERSONAL INFORMATION SHEET

App Form No:

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Craven District Council is committed to equality of opportunity. We are committed to having a workforce that promotes equality and celebrates diversity. To help us monitor and achieve this, we gather and use information about job applicants and our workforce to continually improve our employment policies and to remove barriers to and within employment.

It will help us if you provide as much information as possible, but if you do not wish to answer any questions please leave them blank.

The information will be separated from your application form and held in confidence for use in monitoring the effectiveness of our Equal Opportunities Policy. The monitoring information will be stored electronically.

Job Details

| | |
|------------------|--|
| Post applied for | |
|------------------|--|

To help us to monitor our advertising, please indicate how you learnt of this vacancy eg CDC website, other website, word of mouth, other (please give details).

| |
|--|
| |
|--|

Age

| | | | |
|-----------|--|---------|--|
| Age Group | | 45 - 54 | |
| 16 - 24 | | 55 - 59 | |
| 25 - 34 | | 60 - 65 | |
| 35 - 44 | | 66 + | |

Gender

| | | | |
|-------|--|-------------------|--|
| Man | | Prefer not to say | |
| Woman | | Other | |

Gender Reassignment

Is your gender identity the same as you were assigned at birth?

| | | | | | |
|-----|--|----|--|-------------------|--|
| Yes | | No | | Prefer not to say | |
|-----|--|----|--|-------------------|--|

Relationship Status

| | | | |
|---------|--|---------|--|
| Single | | Widowed | |
| Married | | Other | |
| Partner | | | |

Religion

| | | | | | | | |
|---------------------|--|----------------------------|--|--------------------|--|---------|--|
| Agnostic | | Christian – Orthodox | | Islam - Sunni | | Sikhism | |
| Atheist | | Christian - Protestant | | Judaism - Hassidic | | Taoism | |
| Buddhist - Hinayana | | Christian – Roman Catholic | | Judaism - Orthodox | | Other | |
| Buddhist - Mahayana | | Hinduism | | Judaism - Reformed | | | |
| Christian | | Islam - Shiite | | Shintoism | | | |

Ethnic Origin

| | | | | | |
|--------------------------------|----------------------------|--|------------------------|----------------------------|--|
| White | British | | Asian or Asian British | Indian | |
| | Irish | | | Pakistani | |
| | Any other white background | | | Bangladeshi | |
| Black or black British | Caribbean | | Mixed Race | Kashmiri | |
| | African | | | Any other Asian background | |
| | Any other black background | | | White and black Caribbean | |
| Chinese or other ethnic groups | Chinese | | Mixed Race | White and black African | |
| | Gypsy / Traveller | | | White and Asian | |
| | Other (please specify) | | | Any other mixed background | |
| Other | Please specify | | | | |

Sexual Orientation

| | | | | | |
|--------------|--|----------|--|-------------------|----------------|
| Heterosexual | | Lesbian | | Prefer not to say | |
| Gay | | Bisexual | | Other | Please specify |

Disability

You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a substantial and long-term negative effect on your ability to do normal day to day activities.

| | | |
|--|-----|--|
| Do you consider yourself to be disabled? | Yes | |
| | No | |

If 'Yes', please select the definition/s from the list below that best describes your disability:

| | | | | | | | |
|---------------------|--|---|----------------|-------------------------|--|---------------------------------|--|
| Learning Disability | | Long standing illness or health condition | | Mental Health Condition | | Physical or mobility impairment | |
| Sensory impairment | | Other | Please specify | | | | |

Privacy Notice – Craven District Council information for job applicants

Craven District Council is a data controller in accordance with the Data Protection Act, and this notice tells you about the information that the Council collects from you, what we do with it, and who it might be shared with.

What information do we collect from you?

When you apply for employment with the Council, as well as your name, we will ask you for your contact details including home, email addresses and telephone number. You will also be asked to provide details of previous employment and experience, academic qualifications, references, and details of past unspent offences. You will be asked to provide evidence of identity at some stage in the process. You will also be asked to provide equal opportunities monitoring information, but you are not obliged to provide this as a condition of your application.

Why do we collect this information?

These details will be requested so as to process your application smoothly, to assess your suitability for the post that you are applying for, and to satisfy the Council's obligations arising from UK employment and equality law.

Who might we share this information with?

The Council will not share any of the information that it holds about you with any third party, unless you have given your written consent, or if otherwise this is permitted by law.

What do we do with your information?

The information that you have provided will be held by the Council and will only be accessed by authorised Council employees. We will only use the information that you have provided for the purpose of your job application and will not use it for any other Council purpose, unless we have your consent, or this is provided by law. The equality monitoring information that you provide will be separated from your job application and anonymised.

How long do we keep hold of your information?

If you are successful in your application, the Council will keep hold of your information for as long as you are employed by the Council, and for up to six years after your employment has ceased. If you are unsuccessful, the Council will retain this information for up to a year after the application process has been completed.

How can I access the information you hold about me?

By making a Subject Access Request and going onto the Council's website at <https://www.cravenc.gov.uk/data-and-transparency/data-protection-act/> or writing to the Data Protection Officer, Craven District Council, First Floor, Belle Vue Square, Broughton Road, Skipton, BD23 1FJ. You also have the right to complain to the Information Commissioner's Office as it can investigate compliance with data protection law: www.ico.org.uk