



Confidential

Application for Employment Personal Details

Please submit this form with your application form. All information will be treated as confidential.

PLEASE NOTE: This form should be completed in **BLACK INK**. This document is available in additional formats on request e.g. bold/large print, braille, tape or an alternative language.

Application for post of:		Closing Date:	
Department:			

1. Personal Details TO BE COMPLETED IN BLOCK LETTERS

Surname:	First Name(s):		
Date of Birth:	For monitoring purposes only: Do you consider yourself disabled? (see 2.4 for definition) YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please state the nature of your disability:		
Home Address:	Telephone Numbers:		
Postcode:	Home:	Mobile:	Work: Ext:
E-mail address:			

2. Additional information

2.1 To the best of your knowledge are you related to a member or an employee of Rutland County Council?
 YES NO If YES, to whom - Name: Position:
 Relationship:

2.2 **Rehabilitation of Offenders Act 1974** - Under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000, the Council is required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. A decision to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau.

If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.

If the post for which you are applying does not require a Criminal Records Bureau check, you are still required to answer the following questions but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent'.

Please refer to the enclosed 'Information for Applicants' regarding the Rehabilitation of Offenders Act 1974 before answering the following questions:

Application for Employment

Personal Details continued

2.2 Rehabilitation of Offenders Act 1974 Continued

Have you ever been convicted of a criminal offence? YES NO

Have you ever been cautioned for a criminal charge? YES NO

Are you at present the subject of a criminal charge or any police investigations following allegations made against you? YES NO

Are you included on the Protection of Children Act list of individuals considered unsuitable for working with children? YES NO

If YES to any of the above questions, please give details of offences, penalties, allegations made against you and dates in a sealed envelope, marked with your name and the title of the post you are applying for. Please mark it Private and Confidential, for the attention of the Personnel and Training Manager and attach it securely to this form.

2.3 Have you ever been the subject of formal disciplinary proceedings? YES NO

If YES, please give details including dates:

2.4 The Disability Discrimination Act 1995 defines disability as a physical or mental impairment or health issue which has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Rutland County Council wishes to ensure that a fair selection interview is conducted for all. The Council is able to make provision for candidates with a disability. Please indicate below any arrangements that you would need if you were selected for interview.

Wheelchair-accessible location for interview Induction loop in interview room

Interview information in large print format Car parking space for interview

Interview information on audio tape Facility for assistant/personal carer or other person to accompany you at interview

Sign language interpretation or other assistance with communication at interview

Please state if there are any other arrangements that you require on the interview day:

Please provide details of any reasonable adjustments that you consider should be made to the job itself that would enable you to carry out the duties, if appointed.

2.5 a) Do you hold a current full driving licence? YES NO

If YES, please state type of licence: HGV Other:

b) Do you have regular use of a vehicle? YES NO

** The enclosed job requirements will say whether a driving licence is needed for this post*

2.6 a) Have you previously been employed by Rutland County Council? YES NO

b) If YES, please state when and job title:

c) Did you receive any redundancy payment or enhanced retirement benefit?

2.7 Do you require a work permit? YES NO

2.8 If offered this position will you continue to work in any other capacity? YES NO

If YES, please give details below:

3. Personnel and Training monitoring information

Rutland County Council has an Equal Opportunities Policy and an Equality Scheme and is keen to ensure that they are working efficiently. The Council is committed to the principle of equal opportunities in all aspects of its recruitment and selection practice, operation and service provision. The Council believes that it is in the Authority's best interests, and those who work in it, to ensure that the human resources, talents and skills available throughout all of the community are fully considered when employment opportunities arise. The Authority aims to promote equal opportunities for all people regardless of race, colour, nationality, ethnic or national origin, creed, disability, age, sex, marital status, sexual orientation, religion or belief. To enable the Council to monitor the recruitment and selection process, all applicants for jobs are requested to complete the information below. The information you provide in this section will be used for statistical monitoring only and is not part of the interview selection process.

If you believe that you have been unfairly treated during the recruitment and selection procedure, please notify the Personnel and Training Manager, Personnel and Training Section, Rutland County Council, Catmose, Oakham, Rutland LE15 6HP, within 14 days of the alleged act taking place. Please state the post title, department and location, together with a brief outline of your complaint.

Please tick the appropriate box:

3.1 Female <input type="checkbox"/>		Male <input type="checkbox"/>		3.2 Age <input type="text"/>	3.3 Date of Birth			
					<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					dd	mm	yyyy	
3.4 Ethnic Origin – Please indicate below (tick one box only)								
White	Mixed	Asian or Asian British		Black or Black British		Chinese or other ethnic group		
<input type="checkbox"/> British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian		<input type="checkbox"/> Black Caribbean		<input type="checkbox"/> Chinese		
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Bangladeshi		<input type="checkbox"/> Black African		<input type="checkbox"/> Other ethnic group		
<input type="checkbox"/> Other White background	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Pakistani		<input type="checkbox"/> Other Black background				
	<input type="checkbox"/> Other mixed background	<input type="checkbox"/> Other Asian background						

4. Declaration

I declare that I have read the information for applicants and that the information provided is to the best of my knowledge true. I agree that it should form part of the basis of my engagement. I authorise Rutland County Council to check the information that I have supplied. I understand that falsification of qualifications or information may lead to dismissal without notice.

Signed:

Date:

In order to reduce our costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants.

IF YOU HAVE NOT RECEIVED A REPLY WITHIN 4 WEEKS OF THE CLOSING DATE YOU SHOULD ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.

DATA PROTECTION ACT

INFORMATION ON THIS FORM MAY BE HELD ON COMPUTER, STRICT CONFIDENTIALITY WILL BE OBSERVED AND DISCLOSURE WILL ONLY BE MADE FOR PAYROLL AND PERSONNEL AND TRAINING ADMINISTRATION PURPOSES.