

**(Please do not attach CVs)**



# **Job application form**

**CONFIDENTIAL**

Human Resources  
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***“striving towards  
equal opportunities”***

**Breckland operates a non-smoking policy**

## **Equal Opportunities Statement**

Breckland Council, as a major employer in the area, wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of gender, race, religion, sexuality, age or disability. This policy therefore concerns all matters directly or indirectly related to employment affecting individuals or groups whether they are actual or potential employees.

We believe that it is in the authority's best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise.

Every possible step will be taken to ensure that individuals are treated fairly and that decisions on recruitment, selection, training, promotion, career development and employee relations matters [including discipline] are based solely on objective and job related criteria.

## **Action to Implement Policy**

The authority recognises that passive unstated policies will not in themselves provide equality of opportunity. In order to put this policy of equal opportunities into practice in the day-to-day operation of the business, we will therefore:

- Adopt a strategy outlining explicit, measurable and achievable objectives and targets.
- Keep procedures for recruitment, selection, promotion and training under regular review.
- Ensure that all managers/supervisors undertaking recruitment and selection are fully trained in equal opportunities issues.
- Review mechanisms for resolving grievances about unfair discrimination and harassment.
- Monitor the existing work-force and the application and effects of the policy.
- Review the policy on a regular basis.

Breckland Council fully supports this policy statement. All employees are responsible for playing their part in achieving its objectives.

## **Anonymous Shortlisting**

In line with Breckland Council's equal opportunity policy we operate a system of anonymous short-listing. This means that the sensitive information (e.g. age, gender) is collected on pages 1, 2 and 3 of the application form and separated from the rest of the form before short-listing. The short-listing panel will decide whom to interview solely on the information in the qualifications, experience and further information sections.

## **Data Protection and Confidentiality Statement**

Returning this application form and the enclosed equal opportunities monitoring form will lead to your personal information being processed for the purposes of recruitment, selection and monitoring, which may include:

- a) processing of personal data by Breckland Council for the purpose of recruitment including checking of references and equal opportunities monitoring
- b) processing the personal information of shortlisted candidates to check references and medical records
- c) secure storing of the information for 6 months if you are not offered a post and indefinitely as part of your personnel file if you become an employee of the authority

All applications are treated with the strictest confidence and will only be disclosed to parties outside the Council with the applicant's consent for legitimate recruitment purposes, such as checking references.

## **Rehabilitation of Offenders Act (1974)**

All short-listed applicants will be asked to declare any previous convictions, which are 'unspent'. All information will be treated in confidence and will not necessarily prejudice appointment. Applicants for jobs which involve access to persons under the age of 18 are not subject to the Act (i.e. any previous convictions cannot be regarded as 'spent').

Application for the post of: <b>REV ACTIVE Project Manager</b>	Job reference number:
	<b>68-09</b>



**Personal Details**

Surname:	Forename(s):
Address:	Telephone (home):
	Telephone (work):
	Telephone (mobile):
	E-mail:
Postcode:	Discretion will be used when contacting you, but if you prefer not to be contacted on one of the above numbers, please withhold it

Where did you hear about this vacancy? (if publication, please give name):

Canvassing of any Member or Officer of the Council, directly or indirectly, for any appointment at the Council shall disqualify the candidate concerned for that appointment.

Please state below whether you know or are related to any councillor or employee of Breckland Council. (Failure to disclose any relationship which is known to you will disqualify you for appointment, and if appointed will render you liable to dismissal without notice).

Do you require a work permit to work in the UK?

All shortlisted candidates will be required to produce a national insurance number or other documentation to prove that they have a legal right to work in the UK in accordance with the Asylum and Immigration Act 1996.

**If you consider that you are a disabled person and require adjustments to be made to the application or interview process, please contact us to discuss your requirements. It would be helpful if you could contact us immediately when you are notified of an interview so that we can make any necessary arrangements for you. Breckland Council is committed to ensuring that reasonable adjustments are provided, where appropriate and practicable, for any disabled employee who meets the definition of disability outlined in the Disability Discrimination Act 1995.**

**Declaration**

I understand that any information given on this form, and associated recruitment forms including the equal opportunities monitoring form and rehabilitation of offenders and pre-employment medical form, which may be completed at a later date, may be verified with my referees and other appropriate external bodies and hereby give my explicit consent to this and the release of any documents from a third party. I declare that all of the information I provide will be correct and I understand that if I have given misleading information any subsequent job offer may be withdrawn or I may be dismissed from any appointment which has been made.

Signed: ..... Date: .....

I have read the data protection and confidentiality statement and consent to my personal information being processed and stored by Breckland Council.

Signed: ..... Date: .....

**Referees**

Please name two referees who may be approached, at least one of whom **must** be your present, or most recent employer. School and college leavers should give a teacher or tutor as one referee. Please ensure that your referees are in a position to provide a written response promptly. If you prefer either or both of your referees to not be contacted before a job offer is made, please indicate in the appropriate box. If two satisfactory references have not been received before an offer is made, the offer will be subject to references.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
E-mail (preferable):	E-mail (preferable):
Occupation/Relationship to you:	Occupation/Relationship to you:
<input type="checkbox"/> Please tick here if this referee should <b>not</b> be contacted before an offer is made	<input type="checkbox"/> Please tick here if this referee should <b>not</b> be contacted before an offer is made

Application for the post of: <b>REV ACTIVE Project Manager</b>	Job reference number: <b>68-09</b>
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**Education and Training**

Secondary schools and further/higher education institutions attended (please state if full or part-time):

Examinations taken with level (e.g. GCSE) and result/grade:

Continue on a separate sheet if necessary

Details of professional or other relevant qualifications (including examinations taken, with results and grades):

Current membership of professional bodies (please give level of membership if relevant):

Details of any relevant training courses, including date and course duration:

Continue on a separate sheet if necessary

## Experience

### Present Employment - include voluntary and work experience in this section

(if you are not currently employed, leave this section blank and go to 'previous employment')

Job title:	Date started:
Employer:	Salary/Grade:
Address:	Other benefits (e.g. car, bonus pension):
	Notice required:
Business:	Reason for wishing to leave:

Please give a brief description of your duties:

### Previous Employment - include voluntary and work experience in this section

(most recent first and including previous posts with present employer).

Please give details relating to any gaps in your employment history.

From:	To:	Name and business of employer:	Post:	Grade or final salary:	Reason for leaving:

**Further information in support of your application**

**This section allows you to demonstrate your suitability for the post using examples to highlight cores skills and competences relating to your application.**

Your statement should include how your skills, experience and personal attributes would enable you to undertake the role. It is essential that you write this statement carefully and demonstrate which of the essential (minimum) and desirable qualities listed in the person specification you fill. You should include any activities or interests which you undertake outside of work which are relevant, but be careful not to focus on information which is not relevant. Please also indicate any particular reasons you have for applying for this post.

Continue on a separate sheet if necessary.

**Absence information**

Please state the number of days of sickness absence you have had in the past 12 months **not related to a disability or pregnancy**.

On how many occasions over the past 12 months have you been absent due to sickness **not related to a disability or pregnancy**?

If more than 10 days, please give brief details?

Continue on a separate page if necessary

Are there any dates or times you would be unable to attend interview?

**Additional information**

If you have any final comments on the information that you have provided, please add them below.



**Equal Opportunities Monitoring Form**



Breckland

Applicant for the post of: <b>REV ACTIVE Project Manager</b>	Job reference number:	Date of Birth:
	<b>68-09</b>	

Breckland Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of gender, race, religion, nationality, sexuality, age, disability or membership of a trade union.

The information provided on this form will be used for equal opportunities monitoring purposes and to monitor the effectiveness of our equal opportunities policy. If you choose to complete this form, you consent to the information being used for equal opportunities monitoring.

The provision of this information will in no way affect your application. On receipt of your application the equal opportunities monitoring form will be removed and it will be held confidentially within Human Resources.

**This form will not be seen by the shortlisting panel or the interview panel.**

**Please respond to the following questions by ticking boxes as appropriate:**

**SEX:** Male  Female

**AGE RANGE:** 16-25  26-44  45+

**MARITAL STATUS:** Single  Married   
 Separated/Divorced  Widow/Widower

**DISABILITY:**

In order that we can monitor applications effectively we are required to ask you to declare whether or not you meet the definition of disability as defined in the Disability Discrimination Act 1995. Disability is defined as: **‘A physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities’.**

Do you have a disability as defined in the Disability Discrimination Act 1995? Please state Yes or No. If Yes, please state the nature of your disability.

.....

.....

If you do not meet the definition of disability as defined in the Disability Discrimination Act 1995, do you have a condition/disability you would like to tell us about?

Yes  No

Nature of disability: .....

.....

.....

**ETHNIC ORIGIN:**

Select one section from (A) to (E) then tick the appropriate box to indicate your cultural background.

(A) White

- AA British
- AB Irish
- AC Any other White background  
please write in below

.....

(B) Mixed

- BA White and Black Caribbean
- BB White and Black African
- BC White and Asian
- BD Any other mixed background  
please write in below

.....

(C) Asian or Asian British

- CA Indian
- CB Pakistani
- CC Bangladeshi
- CD Any other Asian background  
please write in below

.....

(D) Black or Black British

- DA Caribbean
- DB African
- DC Any other Black background  
please write in below

.....

(E) Chinese or Other ethnic group

- EA Chinese
- EB Any other  
please write in below

.....

**Thank you for taking the time to complete this Equal Opportunities Monitoring Form.**

**PLEASE RETURN THIS FORM WITH YOUR COMPLETED APPLICATION FORM**