

Application *for* Employment AP1

PLEASE COMPLETE PAPER VERSION OF FORM IN BLACK INK.

Online applications can be made at <http://jobs.derbyshire.gov.uk/northeastderbyshire/>

Confidential

To be completed by Service Area before issue

Post title	Service Area
Post number	Closing date for applications
Scp	Interview date
Salary range	If you have not been contacted by this date, your application has been unsuccessful

To be completed by applicant 

Surname	Forename	Title	Date of birth (if under 18 years)
Address		Telephone numbers:	
Post code	Day		Evening
Email address	Mobile		


- Where did you learn of this vacancy?

.....

- Please send your completed application form to:- (name of officer)

NORTH EAST DERBYSHIRE DISTRICT COUNCIL, DISTRICT COUNCIL OFFICES, 2013 MILL LANE,
WINGERWORTH, CHESTERFIELD S42 6NG

Data Protection 

 Using your personal information. For information on how we use personal information please go to our privacy statement on our website www.ne-derbyshire.gov.uk



General Guidance Notes

Please read all the following notes **before** completing your application



- Decisions about who will be selected for interview will be based only on the information you give on your application form. Therefore, application forms should be filled in as completely and as clearly as possible.
 - False or misleading information on this form will disqualify you from appointment, or if appointed, you could be dismissed without notice.
 - Please ensure that this form is returned by the closing date to ensure consideration.
 - All offers of appointment will be subject to references satisfactory to us, proof of qualifications if required and evidence of medical fitness. Candidates invited for interview will be asked to complete a detailed medical statement and may be required to undergo a medical examination.
 - The appointment of applicants not currently employed by the District Council will also be subject to a probationary period (except for existing local government officers).
 - Copies of references and qualification certificates **should not** be enclosed with this application.
 - Pre-prepared curriculum vitae (CVs) will **not** be accepted, either in full or in part, with this application.
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- Look carefully at the job description - ask yourself why you are interested in the job.
 - Look carefully through the person specification. This document will be used throughout the selection procedure.
 - You will need to **demonstrate** that you have the skills, knowledge and experience necessary to do the job. The short-listing panel will be looking for evidence which illustrates that you have the relevant skills, knowledge and experience. By ensuring that **you meet all the essential criteria listed in the person specification you will be invited to attend an interview**. It will not be sufficient simply to state that you fulfil certain criteria and unsupported statements will not be accepted. You should describe how you meet the person specification, giving examples.
 - Under the Disability Discrimination Act 1995, we will assess applicants' merits as they would be **after** any reasonable adjustments had been made. Therefore, all applicants invited to interview will be asked a question at interview about any adjustments that would enable them to do the job.



- Think about your experience.
 - (a) How can you show that you have the skills, knowledge and experience necessary?
 - (b) Explaining your past and present jobs or interests to someone else may help you to uncover hidden skills that you take for granted.
 - (c) Remember that unpaid work, voluntary work and work at home can be just as relevant as paid work.
 - (d) When you make your case for the job make sure your application relates to the job you are applying for. Don't copy the same one for a series of jobs.
- Do a rough draft first.
 - (a) Write the form out in draft to avoid mistakes and repetitions.
 - (b) Check that all the dates are correct and in the right order.
- Complete the form.

You must use the spaces provided on the form for your work history. You can give further information on your experience and reasons for applying for the post on a separate sheet if necessary.

If you would like any help with filling in the form or if you have any special requirements which may make the process easier please contact a member of the Human Resources & Payroll Team on telephone 01246 217012.



If you are selected for interview we will send details of when and where it is. If you have a disability we will ask you to tell us of any arrangements we can make, for example:-

1. Car parking to be made available nearby
2. Someone to meet you at the entrance of the building
3. A sign language interpreter to be present or selection tests made available in Braille
4. A friend to be present at the interview for support
5. Preferred type of seating.

Present or most recent employer

Present or most recent employer 

Employer's name and address

Dates

From:

To:

Job title

Please outline your duties and responsibilities:

Reason for leaving:

Length of notice or date available:

Current Salary:

Previous employment

Please give details of all previous employment including temporary or voluntary work, starting with your most recent employment. Please include periods of non-employment. Please continue on a separate sheet if necessary.



Name and address of employer	Job Title and main responsibilities	Dates		Reason for leaving
		From	To	

Give details of membership of professional or technical bodies/associations and registration



Professional Body	Membership Level	Date joined	Professional Reg. No./Ref

Education and Training

Education - Please give details of any education received in this country or abroad and qualifications **obtained** with dates. Please continue on a separate sheet if necessary.



Establishment attended:	Course title/subject	Qualification	Dates

Professional and Vocational Training - Please give details of any relevant training received in this country or abroad and qualifications **obtained** with dates.



Establishment attended:	Course attended	Qualification	Dates

Experience and reasons for applying

Experience and reasons for applying for the post



Using the job description and person specification provided please give further details of previous experience and skills which you consider relevant to this post. Please continue overleaf and on a separate sheet if necessary.

Use separate sheets if necessary

Empty space for continuation of the application form.

Other details

Other details

Are you applying for job share? yes no

If yes, what working pattern do you prefer?

If you have a disability and require special arrangements to be made to the interview and selection process, including any presentations or tests, please state below

.....

Do you hold a current driving licence? yes no

Do you have regular use of a vehicle? yes no

Criminal convictions -

Have you any criminal convictions which are not regarded as spent? yes no

If yes, please provide details

.....

Please note that having a criminal record will not necessarily exclude you from working with us.

Canvassing

Do you have a close personal relationship with a Councillor or an employee of the Council (ie. parent, grandparent, partner, child, stepchild, adopted child, brother, sister, uncle, aunt, niece or any such person's partner)?

yes no

Any candidate who fails to disclose such a relationship shall be disqualified, and if appointed will be liable to dismissal without notice.

If you have answered yes, you are required to declare the name and relationship involved.

Name	Designation	Service Area	Relationship

Please note

The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor or Officer for any appointment with the Council.

References

References

Please nominate two referees. One referee should be your present/most recent employer. In certain circumstances e.g. if you are a school leaver or have had a long career break, a personal reference will be accepted. No one involved in the shortlisting or interviewing process is permitted to act as referee for a candidate, therefore please check before nominating any internal referee.

Name	Name
Position	Position/relationship to candidate
Organisation	Organisation (where relevant)
Address	Address
Email address	Email address
Tel no.	Tel no.
Mobile No.	Mobile No.
Can referees be contacted without further approval? <input type="checkbox"/> yes <input type="checkbox"/> no	

IMPORTANT. Before signing this form, please read the following:

I declare that I have read and understood all the information provided with this application.

For the purposes of the Data protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of North East Derbyshire District Council relating to this application being processed.

I understand that any offer of appointment and subsequent employment is dependant upon this declaration and information contained within this application.

To the best of my knowledge and belief the information contained in this form is accurate. It is understood that any deliberately false statement or omission may result in dismissal without notice.

Signature: Date:

If you submit this application electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process and any special requirements you may have.

Equal Opportunities

An Equal Opportunities employer:

North East Derbyshire District Council is an equal opportunities employer and is committed to providing equality of employment opportunity to all sections of the community regardless of their colour, disability, age, HIV status, marital status, race, religion, gender, sexual identity, political beliefs or ethnic/national origin.

The Council's policy also aims to ensure that applicants are not disadvantaged by job conditions or requirements which are not relevant.

Please complete the monitoring form. **It will only be seen by staff monitoring the Equalities Policy.** The monitoring of job applicants has Trade Union approval. This information will be used to monitor the Equalities Policy to ensure that it is working in practice and to provide information to enable us to monitor our performance.

If you consider that your application for a job with this Council has not been treated fairly, you should write to the HR Manager with details of your complaint within three months of learning of the results of your application.

Definition of a person with a disability

The Disability Discrimination Act 1995 defines a disabled person as:

'A person with a physical or mental impairment, which has a substantial or long-term adverse effect on their ability to carry out normal day-to-day activities'.

Explanatory note on Ethnic Origin

African	Persons born in, or who are descended from people born in Africa. This category is not intended to include Caribbeans who may identify their origins as African.
Caribbean	Persons born in, or who are descended from people born in the Caribbean Islands.
Asian	Persons born in, or who are descended from people born in the Indian sub-continent.
White British	Persons born in, or who are descended from people born in England, Scotland, Wales or Northern Ireland.
Other named categories	If either you or your recent descendants come from one of the listed countries.

If you need further clarification on categories please contact the Human Resources & Payroll Team.

