

# Application Form

PLEASE COMPLETE IN BLACK INK



Rushcliffe

POST APPLIED FOR

POST NUMBER

SERVICE AREA

## 1. Personal details

LAST NAME

FORENAME(S)

ADDRESS

POSTCODE

TELEPHONE (work)

(home)

EMAIL

National Insurance No:

Do you have regular access to a car for use at work?

YES  NO

Do you have a full driving licence?

YES  NO

Licence type (eg Car/LGV)

Current endorsements

## 2. Present or most recent employment

EMPLOYER'S NAME AND ADDRESS

DATES

CURRENT SALARY

POSITION HELD

NOTICE REQUIRED

wks/mths

## 3. Brief description of duties

## 4. Past employment

EMPLOYER S NAME AND ADDRESS	POSITION HELD	DATES FROM/TO	REASON FOR LEAVING

## 5. Education details

PLACE OF STUDY	DATES FROM/TO	FULL/PART TIME	QUALIFICATIONS & GRADES

## 6. Professional qualifications

QUALIFICATION GAINED	DATES FROM/TO	FULL/PART TIME	VENUE

## 7. Training courses

COURSE TITLE AND CONTENT	ORGANISING BODY	DATE ATTENDED

## 8. Supporting information

Please refer to any additional information including, for example, important details of previous experience gained, particular skills and abilities that you could bring to the post, gained from both previous career and/or voluntary and leisure activities. Please continue on a separate A4 sheet if necessary.

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## 9. Recruitment monitoring

An effective equalities policy necessitates the collection of information about applicants as we need to be able to monitor the number of people applying for and starting jobs with us. Please help us by completing the enclosed monitoring form. Any information gathered will not identify individuals, but will only be used for statistical purposes.

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PLEASE STATE WHERE YOU SAW THIS VACANCY ADVERTISED:

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PLEASE TELL US ANY DATES WHEN YOU ARE NOT AVAILABLE FOR INTERVIEW DURING THE NEXT FOUR WEEKS:

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## 10. Relationships

ARE YOU RELATED TO EITHER A RUSHCLIFFE BOROUGH COUNCILLOR OR EMPLOYEE OF THE COUNCIL ?

YES  NO

IF YES, PLEASE STATE RELATIONSHIP

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If you ask a councillor or an employee to use their influence to help you get this job, you will be disqualified. If we discover evidence of this after your appointment, you could be dismissed without notice.

## 11. Criminal convictions

DO YOU HAVE ANY CRIMINAL CONVICTIONS? YES  NO

IF YES, PLEASE GIVE DETAILS

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## 12. References

Please give the names and addresses of two people, not related to you, to whom we may apply for a reference, one of which will normally be from your present employer. Please indicate for both references whether or not we can contact them prior to an interview. Once you have attended an interview, references will automatically be sent for if you are the successful candidate.

NAME	NAME
POSITION	POSITION
ADDRESS	ADDRESS

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CONTACT PRIOR TO INTERVIEW? YES  NO  CONTACT PRIOR TO INTERVIEW? YES  NO

## 13. Declaration

I hereby confirm that all the information given in this application is correct to the best of my knowledge, that all questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. Also, I declare that I am legally eligible for employment in the UK.

YOU CAN ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT BEEN CONTACTED WITHIN FOUR WEEKS OF THE CLOSING DATE.

Signed:

Date:

Please return to the Head of Human Resources, Rushcliffe Borough Council, Civic Centre, Pavilion Road, West Bridgford, Nottingham NG2 5FE.

Telephone: 0115 981 9911 Fax: 0115 945 5882 E-mail: [info@rushcliffe.gov.uk](mailto:info@rushcliffe.gov.uk) Web site: [www.rushcliffe.gov.uk](http://www.rushcliffe.gov.uk)

## 14. Data protection statement

The information provided on this form may be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, personnel administration and statistical purposes.

## Equality Monitoring

Rushcliffe Borough Council is committed to equality of access to all, both as an employer and a service provider. We recognise the value a diverse workforce can bring. To assist us to monitor the effectiveness of this practice, please circle the categories appropriate for you. The information you provide will be treated as sensitive data under the Data Protection Act 1998. Completion of this form is optional and the information provided will not affect your application.

<b>Age</b>	16-24	<input type="checkbox"/>	45-54	<input type="checkbox"/>	<b>Gender</b>	Male	<input type="checkbox"/>
	25-34	<input type="checkbox"/>	55-64	<input type="checkbox"/>		Female	<input type="checkbox"/>
	35-44	<input type="checkbox"/>	65+	<input type="checkbox"/>		Transgender	<input type="checkbox"/>
	Prefer not to state	<input type="checkbox"/>				Prefer not to state	<input type="checkbox"/>

**Disability** Section 1 of the Disability Discrimination Act 1995 defines a person as having a disability if he or she has; “a physical impairment, which has substantial and long term effect on his or her ability to carry out a normal day to day activities”.

Do you consider yourself to have such a disability?      Yes      No      Prefer not to state

          

If yes, please state the nature of your disability.

**Ethnicity** For the purpose of this monitoring form, ethnicity relates in the main to skin colour and not nationality, place of birth or citizenship.

<b>Asian or Asian-British</b>	Indian	Pakistani	Bangladeshi	Other Asian	<b>Black or Black-British</b>	Caribbean	African	Other Black
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Chinese or any other Ethnicity**    Chinese    Other Ethnicity    Please state other in box below

      

<b>Dual Heritage</b>	White & Black Caribbean	White & Black African	White & Asian	<b>White</b>	British	Irish	Gypsy & Traveller	Other White
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prefer not to state	<input type="checkbox"/>							

## Religion or Belief

Religion / Belief is “any religion, religious belief, faith, or similar philosophical belief” (this definition is likely to cover fringe religions and cult memberships.)

Christian	Hindu	Jew	Sikh	Muslim	Buddhist	No Religion	Other Religion / Belief (please state)	Prefer not to state
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Sexual Orientation

Bisexual	Gay	Heterosexual	Lesbian	Prefer not to state
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Rushcliffe Borough Council**  
**Rehabilitation of Offenders Act 1974**

This Act allows an offender to be rehabilitated and his or her conviction becomes spent after the following periods of time

	<b>Aged 18 or over on conviction</b>	<b>Aged 17 or under on conviction</b>
Prison ( <i>immediate or suspended sentence</i> ) or young offender institution: more than 6 months but less than 22 years	10 Years	5 Years
Cashiering, dismissal with disgrace or discharge with ignominy from the armed forces	10 Years	
Prison ( <i>immediate or suspended sentence</i> ) or young offender institution: 6 months or less	7 Years	3½ Years
Dismissal from the armed forces	7 Years	
Detention resulting from conviction in service disciplinary proceedings	5 Years	
Fine or community service order	5 Years	2½ Years
Absolute discharge	6 Months	6 Months
Probation	5 Years from date of conviction	2½ Years or until order expires (whichever is longer)
Supervision, care order, conditional discharge or bind-over	1 Year or until order expires (whichever is longer)	
Attendance Centre order	1 Year after the order expires	1 Year after the order expires
Hospital order (with or without restriction order)	5 Years, or 2 years after the order expires (whichever is longer)	5 Years, or 2 years after the order expires (whichever is longer)
Borstal training		7 Years
Custodial order imposed when in armed services where maximum period of detention is longer than 6 months		7 Years
Detention for less than 30 months, but more than 6 months		5 Years
Detention for less than 6 months		3 Years
Detention Centre order		3 Years
Custodial order imposed when in armed services, lasting less than 6 months		3 Years
Order committing child for residential training, approved school order, supervision requirement, community supervision order, reception order		1 Year or until order expires (whichever is longer)
Order committing to custody in remand home		1 Year after order expires

The following sentences are not subject to rehabilitation under the Act and, therefore, cannot be spent:-

- imprisonment for life;
- imprisonment, youth custody, detention in a young offender institution, or corrective training for a term exceeding thirty months;
- preventive detention;
- detention during Her Majesty's pleasure or for life under 8.205(2) or (3) of the Criminal Procedure (Scotland) Act 1975, or for a term exceeding thirty months passed under S.53 of the Children and Young Persons Act 1933 (young offenders convicted of grave crimes), or under the Act of 1975 (detention of children convicted on indictment), or a corresponding court martial punishment;
- custody for life