

## Application Form

Post applied for

Post number

### Personal Details

Surname

National Insurance  
Number

Forename

Employment Status

Known as

Home  
Address

Post Code

Home  
Phone

Work Phone

Mobile  
Phone

Email

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

Yes

No

Licence type

Do you have a full driving licence?

Yes

No

Current  
endorsements

### Current Employment

Employers Name and Address

From - To  
(date)

Position Held

Leaving reason

Salary

Duties and relevant skills

Notice required

## Previous Employment

Employers Name and Address	From - To (date)	Position Held	Leaving reason	Salary

## Duties and relevant skills

## Education Details

Place of study	From - To (date)	Educational / Professional Qualifications gained	Grade / Level	Full time/ Part time

## Training Courses

Course title and content	Organising body	Date attended

## Referees

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 whether or not we can contact them prior to an interview.

Name and Position	Department	Address and Email	Telephone

Is this your reporting line manager?

Contact prior to interview

Yes

No

Name and Position	Department	Address and Email	Telephone

Is this your reporting line manager?

Contact prior to interview

Yes

No

## Recruitment Monitoring

Please tell us any dates you are unavailable for interview

Where did you see this job advertised?

## Criminal Convictions

Please read the Rehabilitation of offenders Act Summary at the end of this form and declare any criminal convictions below.

Type	Start date	End date	Details

## Relationships

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.

Are you related to either an RBC Councillor or Employee? Yes  No   
If yes, please state name and relationship.

## 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.

**Supporting information (continuation)**

Please continue on a separate A4 sheet if necessary.

## Data Protection Privacy Notice

The personal information you provide on this application form or associated documents will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016 / Data Protection Act 2018 to process your application for employment with the Council.

The legal basis for processing this information is to consider engagement into a contract.

Your personal information will not be shared with any third party other than our data processor

If you are unsuccessful your personal data will be retained securely for twelve months after the completion of the recruitment process. If you are successful your details will be retained securely for six years after termination of employment.

In accordance with GDPR you have a right to:

- Request a copy of the personal information that we hold about you. Details of how to obtain this are available at <http://www.rushcliffe.gov.uk/foi> Please note that any references that may be provided are exempt and will not be disclosed.
- Request that your personal data be corrected or completed.
- Complain to the Information Commissioner if you feel that your information is not being handled appropriately (<https://ico.org.uk/>)

You may also have a right to:

- have your personal data transferred (data portability).
- prevent automated processing and profiling.
- erasure (also known as the right to be forgotten).
- restrict processing.
- object to processing.

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer at -

By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.

By email: [customerservices@rushcliffe.gov.uk](mailto:customerservices@rushcliffe.gov.uk)

Tel: 0115 981 9911

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see <http://www.rushcliffe.gov.uk/privacy/>

## Declaration

I tick to confirm the following-

- I have read the Data Protection Privacy Notice.
- All the information given in this application is correct to the best of my knowledge, that all the questions related to me have been accurately and fully answered.
- I am in possession of the qualifications I claim to hold.
- I declare that I am legally eligible for employment in the UK.

**Please assume that your application has been unsuccessful if you have not been contacted within 4 weeks of the closing date for this vacancy.**

Signed	Date
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Please return to the Strategic Human Resources Manager, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham NG2 7YG

## 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.

Age		Gender	
16-24	45-54	Male	
25-34	55-64	Female	
35-44	65+	Transgender	
Prefer not to state		Prefer not to state	

### Disability

The Equality Act 2010 defines a person as having a disability if he or she has a physical or mental impairment, which has a substantial and long term effect on his or her ability to carry out 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
<b>Chinese or any other Ethnicity</b>	Chinese	Other Ethnicity	Please state other in box below					
<b>Dual Heritage</b>	White & Black Caribbean	White & Black African	White & Black Asian	<b>White</b>	British	Irish	Gypsy & Traveller	
	Prefer not to state						Other White	

### Religion or Belief

Religion / Belief is "any religion, religious belief, faith, or similar philosophical belief"

Christian	Hindu	Jew	Sikh	Muslim	Buddhist	No Religion	Other Religion / Belief (please state)
							Prefer not to state

### Sexual Orientation

Bisexual
  Gay
  Heterosexual
  Lesbian
  Prefer not to state

Rehabilitation periods for sentences with buffer periods		
	Aged 18 or over on conviction	Aged 17 or under on conviction
Community order or youth rehabilitation order	Total length of order <b>plus 1 year</b>	Total length of order <b>plus 6 months</b>
Prison sentence or detention in a young offender institution for 6 months or less	Total length of sentence (including licence period) <b>plus 2 years</b>	Total length of sentence (including licence period) <b>plus 18 months</b>
Prison sentence or detention in a young offender institution for over 6 months and up to and including 30 months (2 ½ years)	Total length of sentence (including licence period) <b>plus 4 years</b>	Total length of sentence (including licence period) <b>plus 2 years</b>
Prison sentence or detention in a young offender institution for over 30 months (2 ½ years) and up to and including 48 months (4 years)	Total length of sentence (including licence period) <b>plus 7 years</b>	Total length of sentence (including licence period) <b>plus 3 ½ years</b>
Prison sentence or detention in a young offender institution for over 48 months (4years) or a public protection sentence	Never spent	Never spent

Rehabilitation periods for sentences with <u>no</u> buffer periods		
	Aged 18 or over on conviction	Aged 17 or under on conviction
Absolute discharge	Spent immediately	Spent immediately
Bind over	At the end of the order	At the end of the order
Compensation order	When paid in full	When paid in full
Conditional caution/youth condition caution	3 months or when caution ceases to have effect if earlier	3 months or when caution ceases to have effect if earlier
Conditional discharge order	At the end of the order	At the end of the order
Endorsements (imposed by a court)	5 years	2 ½ years
Fine	1 year	6 months
Hospital order (with or without restriction)	When order ceases to have effect	When order ceases to have effect
Referral order	At the end of the order	At the end of the order
Relevant order	When order ceases to have effect	When order ceases to have effect
Reparation order	Spent immediately	Spent immediately
Simple caution/youth caution	Spent immediately	Spent immediately