

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 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 and Declaration

Data Protection Statement: The information provided in this application will be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, personnel administration and statistical purposes.

I hereby confirm that I have read the Data Protection Statement, and 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.

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

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

Telephone: 0115 981 9911

Fax: 0115 945 5882

Email: jobs@rushcliffe.gov.uk

Website: www.rushcliffe.gov.uk

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.

Asian or Asian-British	Indian	Pakistani	Bangladeshi	Other Asian	Black or Black-British	Caribbean	African	Other Black
	Chinese or any other Ethnicity	Chinese	Other Ethnicity	Please state other in box below				
Dual Heritage	White & Black Caribbean	White & Black African	White & Black Asian	White	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

This Act allows an offender to be rehabilitated and his or her convictions to become spent after the following periods of time:

	Aged 18 or over	Aged 17 or under on conviction
Prison (immediate or suspended sentence) 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 (immediate or suspended sentence) or young offender institution: 6 months or less	7 years	3.5 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	2.5 years
Absolute discharge	6 Months	6 Months
Probation	5 Years from date of conviction	2.5 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 30 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 30 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.