



SECTION ONE Personal Information Confidential - to be retained by Human Resources

Title	<input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
Day Time Telephone Number	<input type="text"/>
Email Address	<input type="text"/>
Date of Birth	<input type="text"/>
Please State Ethnic Origin	<input type="text"/>
Gender	<input type="text"/>

We are committed to improving the prospects of employment for applicants with a disability. As users of the Disability Confident Scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for our vacancies, please advise us if you consider yourself disabled or long term health condition.

Yes No

If you are successful in your application for this job, will this be your only paid employment?

If not, please provide further details (name of employer and hours you work)

Are you related to any employee or councillor of Tendring District Council?

If yes, please tell us who and how you are related to them.

Any candidate who directly or indirectly canvasses a employee or councillor of Tendring District Council will be disqualified.

Do you have a criminal conviction that is not considered as spent under the Rehabilitation of Offenders Act?

What is your current notice period?

How did you learn about this vacancy?

Rehabilitation of Offenders Act

Please complete this section only if you have a criminal conviction which is not considered as spent under the Rehabilitation of Offenders Act

Disclosure of a conviction does not automatically exclude applicants from consideration. The offence will only be taken into account if it is considered to be one which would make you unsuitable for the type of work to be done. Tendring District Council welcomes applications from ex-offenders as part of its Equal Opportunities Policy. Many of our posts, for example those concerned with working with young people or handling considerable sums of money, involve work where an ex-offender might be in a potentially vulnerable position unless consideration of the person's background has been made from the outset. For this reason we ask you to give details of any criminal conviction which is not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended). The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Nature of offences

Date sentence passed

Sentence (s) or Orders given by the Court

Name & Address of Court

SECTION TWO - for use by the interview panel

Post applied for

Full name

Post applied for

Post number

Service

Current or most recent employment

Do not worry if you don't have any current or past employment to tell us about. We will ask for more details overleaf.

Post title

Start date

Reasons for leaving

Salary & benefits

Employer's name & address

Please describe the main duties and responsibilities in your most recent position (please use additional sheets if needed).

Previous employment

Please tell us about your previous employment history (starting with the most recent first and include details of all employment for the last 10 years (*if applicable*)). If there are any gaps in your employment history or you do not have any past employment, please explain in the section provided on Page 6.

Post title	<input type="text"/>
Start date	<input type="text"/>
Leaving date	<input type="text"/>
Reason for leaving	<input type="text"/>
Salary & benefits	<input type="text"/>
Employer's name & address	<input type="text"/>
Describe the post's main duties	<input type="text"/>

Post title	<input type="text"/>
Start date	<input type="text"/>
Leaving date	<input type="text"/>
Reason for leaving	<input type="text"/>
Salary & benefits	<input type="text"/>
Employer's name & address	<input type="text"/>
Describe the post's main duties	<input type="text"/>

Previous employment continued

Please tell us about your previous employment history (starting with the most recent first and include details of all employment for the last 10 years (*if applicable*)). If there are any gaps in your employment history or you do not have any past employment, please explain in the section provided on Page 6.

Post title	
Start date	
Leaving date	
Reason for leaving	
Salary & benefits	
Employer's name & address	
Describe the post's main duties	

Post title	
Start date	
Leaving date	
Reason for leaving	
Salary & benefits	
Employer's name & address	
Describe the post's main duties	

Previous employment continued

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Post title

Start date

Leaving date

Reason for leaving

Salary & benefits

Employer's name & address

Describe the post's main duties

Gaps in employment

Education & Training

The Council will request evidence of your qualifications before making an appointment.

Education (Secondary, Further & Higher)

Schools, Colleges, Universities or Institutes of Further Education attended

Qualifications gained and/or courses attended, Including subjects, grades or results expected

Professional Qualifications

Details of any professional qualifications and/or memberships of professional associations

Driving Licence

Do you have a full UK Driving Licence?

What type of licence do you hold?

Manual

Auto

Motorcycle

Other

Please give details of the type of licence

Do you have use of a vehicle?

If you are required to drive a Council vehicle as part of your job we may need to ask you more details about your licence.

Competencies

Please refer to the person specification for this job to identify the competencies required. Type in the competency and then use the text area to demonstrate how you meet it. You only need to enter the competencies that are referred to in the person specification. Please ensure you clearly demonstrate how you meet these competencies as this will be a key part of the shortlisting process. **Please continued on a blank page if necessary and add to your application, when you submit.**

Competency (write in the competency as per the person specification)

Evidence of how you meet this competency

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References

Please give details of two referees, one of which must be your current or most recent employer or tutor. Your referees must have known you for at least 1 year to be accepted.

Please ensure that this information is up to date and your referee is aware that they may be contacted, after the interview stage.

Professional

Name of organisation	<input type="text"/>
Name of referee	<input type="text"/>
Job title	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
Email	<input type="text"/>
Can this referee be contacted before Interview take place	Yes <input type="checkbox"/> No <input type="checkbox"/>

Personal

Name of organisation	<input type="text"/>
Name of referee	<input type="text"/>
Job title	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone number	<input type="text"/>
Email	<input type="text"/>
Can this referee be contacted before Interview take place	Yes <input type="checkbox"/> No <input type="checkbox"/>

Data Protection Act 2018

The information you have provided on this form will be used to inform the recruitment process. It will be held securely and used in connection with matters associated with employment with Tendring District Council.

All or part of the information provided may be disclosed or supplied to external organisations or bodies such as Courts, Bailiffs, Benefits Agency, any other charging authority and to the Council's external auditors for the following purposes;

- The prevention of crime
- The apprehension or prosecution of offenders
- The assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters
- Data matching initiatives with other statutory bodies for the purpose of fraud prevention and detection

All or part of the information you have provided may also be used by other services of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions such as Environmental Health or Planning.

I am aware that the Council will create and maintain computer and paper records on me and that these records will be processed in accordance with the Data Protection Act 2018 and may be used for the purposes detailed above, both internally within the Council and to external bodies.

Yes

Declaration

I certify that the information provided on this application form is correct and agree that it should form part of the basis of my engagement. I authorise Tendring District Council to check the information I have supplied. I understand that falsification of qualification or information may lead to withdrawal of any offer of employment and/or dismissal without notice.

To the best of my knowledge all the particulars I have given are true. I understand that any false statement may disqualify me from employment or make me liable for dismissal.

Yes

Where a valid email address has been provided, any correspondence will be sent via this form of communication. Candidates who have not been contacted prior to the stated interview date should consider themselves unsuccessful.

Please return your completed application form to Human Resources, Tendring District Council, Town Hall, Station Road, Clacton-on-Sea, Essex, CO15 1SE