

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

RAVENS DEN PARISH COUNCIL

Please return to: Jane Ferguson, Willowmead, Church End, Ravensden, Beds. MK44 2RP or email
<jane.ferguson@willowmead.org>

JOB TITLE	APPLICANT REFERENCE

EMPLOYMENT RESTRICTIONS / REGULATIONS

Please place an 'X' in the most appropriate boxes

In accordance with the Immigration, Asylum and Nationality Act 2006 are you entitled to work in the UK?		YES		NO
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If **NO**, please give details (or give details when any current work permit/visa is due to expire)

To the best of your knowledge are you related to any member of Staff or Councillor		YES		NO
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DRIVERS DETAILS appropriate

Please tick as

Do you hold a full current driving licence?		YES		NO
Do you have access to a vehicle?		YES		NO

RECRUITMENT INFORMATION

Please advise of any dates you are NOT available for interview?

Where did you see this vacancy advertised?

PRESENT OR LAST EMPLOYMENT

Dates		Name of Present or Last Employer	Job Title	Salary	Notice Period
From	To				

Please supply a brief description of your main duties:

Please give your reason(s) for wanting to leave:

EMPLOYMENT HISTORY				
Please list the most recent appointment first, in date order. Also provide details of any breaks in employment and the reason(s).				
Dates		Name of Employer	Job Title	Reason(s) for Leaving
From	To			
Brief Description of Main Duties				
Dates		Name of Employer	Job Title	Reason(s) for Leaving
From	To			
Brief Description of Main Duties				
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From	To			
Brief Description of Main Duties				
Dates		Name of Employer	Job Title	Reason(s) for Leaving
From	To			
Brief Description of Main Duties				

If there have been any breaks in employment during the last five years please give reasons and dates:

PROFESSIONAL MEMBERSHIP

Please give details of any professional membership you feel may be **relevant** to the person specification

Professional Body	Date Obtained	By Exam (Yes/No)	Reg No	Details

QUALIFICATIONS/TRAINING/SCHOOL

Please give details of any qualifications/training you feel may be **relevant** to the job description

[illegible]

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REASONS FOR APPLICATION

In this section you are asked to outline how your knowledge, skills and experiences meet the Job Description. You should draw on you experiences from your current or previous roles or from other relevant situations (such as education, leisure or voluntary activities). Please refer to the evidence requirements on the Job Description.

ADDITIONAL PERSONAL DETAILS

YOUR PERSONAL INFORMATION

Title:	Surname:	Forenames:	Preferred Name:
Address:		Home:	
		Work:	
		Mobile:	
Post Code:		Email:	

REFERENCES

Please supply details of two referees (who are not related to you and cover the last five years of employment), the first **must** be your present or last employer or if you are leaving education for the first time, your school / college / university tutor. Please indicate if your second referee is employment (preferable) or personal. Both referees should be able to comment upon your ability to meet the person specification criteria for the post that you are applying for.

First Referee (Present or last manager or education tutor)			Second Referee Dates covered		
Name: (Mr/Ms/Mrs)			Name: (Mr/Ms/Mrs)		
Position:			Position:		
Company:			Company:		
Address:			Address:		
Post Code:			Post Code:		
Telephone number:			Telephone number:		
Email address:			Email address:		
May we contact immediately?	YES	NO	May we contact immediately?	YES	NO

THANK YOU FOR COMPLETING THIS FORM

Please make sure that you complete the job reference on the application form.

We would like to thank you for your application and wish you every success, however if you have not heard from us within 4 weeks of the closing date, please assume that you have not been successful on this occasion.

Please return to: Jane Ferguson at Willowmead, Church End, Ravensden, Beds. MK44 2RP or email at <jane.ferguson@willowmead.org>

EQUAL OPPORTUNITIES MONITORING FORM

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.

Thank you for your assistance.

Job applied for:

Closing date for applications:

Where did you hear about this job (please tick)?

☐	Newspaper (please specify)	☐	Friend	☐	Recruitment company
☐	Company website	☐	Social Media	☐	Other (please specify)

GENDER

What is your gender (please tick)?

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

☐	Male	☐	Female	☐	Prefer not to say
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GENDER IDENTITY

Do you identify as transgender/transsexual?

☐	Yes	☐	No	☐	Prefer not to say
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ETHNIC GROUP

How would you describe your nationality and/or ethnicity (please tick)?

A White:		B Mixed race:		C Asian or Asian British:
British - English, Scottish or Welsh		White and Black Caribbean		Indian
Irish		White and Black African		Pakistani
Other White background		White and Asian		Bangladeshi
		Other Mixed background		Other Asian background

D Black or Black British:		E Chinese and other groups:		Prefer not to say
Caribbean		Chinese		
African		Other ethnic group		
Other Black background				

AGE

What is your age (please tick)?

16–17		18–21		22–30		31–40		41–50	
51–60		61–65		66–70		71+		Prefer not to say	

Sexual orientation

How would you describe your sexual orientation (please tick)?

Heterosexual / straight		Bisexual		Prefer not to say
Gay man		Gay woman / lesbian		

If you are lesbian, gay or bisexual, are you open about your sexual orientation?

	Yes	Partially	No
At home			
With colleagues			
With your manager			
At work generally			

RELIGION OR BELIEF

Please describe your religion or other strongly-held belief.

I would describe my religion or belief as:

.....
.....

I have no particular religion or belief

Prefer not to say

RELIGIOUS BELIEF

In the most recent UK Census the following religions were listed. Please place an 'X' in the box which most describes your religion, or add details of your religion if not listed below

☐	Christian (ALL)	☐	☐	Buddhist	☐	☐	Hindu	☐	☐	Jewish
☐	Sikh	☐	☐	Muslim	☐	☐	No religion	☐	☐	Prefer not to say
☐	Other religion(s), please state:									

DISABILITY

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

Yes	☐	☐	No	☐	☐
Used to have a disability but have now recovered			Don't know		
Prefer not to say					

DECLARATION

By signing this form you declare that to the best of your knowledge the information you have given is correct. You understand that any false or misleading information together with withholding relevant information may lead to your application being disqualified, or the withdrawal of a job offer, or if you have been appointed, to your dismissal.

SIGNED (or Print):

DATED:

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