**Application Form**

**Please call 01872 323 800 if you have any questions on how to complete this form or if you require it in a different format or language.**

Please fill in **all** **sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

|  |  |  |  |
| --- | --- | --- | --- |
| **About the role** | | | |
| Role applied for: |  | Ref no: |  |
| Directorate: |  | Location: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **About you** | | | |
| Title: |  | Surname: |  |
| First name(s): |  | | |
| Home address: |  | Home phone: |  |
|  |  | Work phone: |  |
|  |  | Mobile: |  |
| Postcode: |  | Email: |  |
| NI Number: |  | (You can get this from the Department of Work and Pensions) | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your current or most recent employment** | | | |
| **Note:** If you are currently working for us through an agency, please ensure you also provide the name of the agency under “Employer’s name and address”. If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. | | | |
| Employer name: |  | Job title: |  |
| Employer address: |  | Salary: |  |
| Start date: |  |
| Leave date: (if applicable) |  |
| Reason for leaving: |  | | |
| Main duties and responsibilities: |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment or experience** | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc). | | | | |
| Dates (mm/yy) | | Employer  **or** Reason for gap | Job title, duties and responsibilities | Reason for leaving |
| From | To |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications achieved from secondary, higher and further education** | | | |
| Type of qualification (GCSE, NVQ, Degree etc) | Subject title of qualification | Grade | Date achieved  (dd/mm/yy) |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Other training, courses and self development** | | | | | |
| Name of provider/college | | Title of course/training, e.g. First Aid at Work | | Qualification (if relevant) | |
|  | |  | |  | |
| **Membership of professional bodies** | | | | | |
| Institute or association | Membership level | | How obtained, e.g. through qualification or election | | Date achieved  (mm/yy) |
|  |  | |  | |  |

|  |
| --- |
| **Guaranteed Interview Scheme** |
| We are committed to improving employment opportunities for people with disabilities and have adopted the Jobcentre Plus’ Two Ticks symbol which demonstrates that we are “positive about disabled people”. An applicant with a disability who demonstrates that they meet the minimum requirements of an advertised position is entitled to an interview and will be considered on merit.  Do you consider yourself to be eligible for consideration under this scheme? **Yes/No**  We will make reasonable adjustments to help people with disabilities through the application and selection process. If you have any specific requirements to enable your participation and/or attendance during the selection process, please let us know: |
|  |

|  |
| --- |
| **How we protect your personal information** |
| We keep on file information from the job application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **References -** References from friends or relatives are not acceptable | | | | | |
| Your references must cover the last 3 years of your employment; please provide an additional referee on a separate sheet if these do not cover 3 years or if your current or most recent employer is not one, where you worked with children/vulnerable adults (only relevant if the role you are applying for involves working with children/vulnerable adults). If you do not have any previous employment, please use your most recent tutor (school, college or university) or a referee who you have known through a voluntary role, group or organisation. If you have any concerns, please call **01872 323800**. | | | | | |
| **Reference 1**: current/most recent employer | | | **Reference 2**: previous employer | | |
| Referee’s full name: |  | | Referee’s full name: |  | |
| Job title: |  | | Job title: |  | |
| Company name: |  | | Company name: |  | |
| Address: |  | | Address: |  | |
| Postcode: |  | | Postcode: |  | |
| Email: |  | | Email: |  | |
| Phone number: |  | | Phone number: |  | |
| Relationship/Connection to you: (i.e. Manager) |  | | Relationship/Connection to you: (i.e. Manager) |  | |
| Did this job involve working with children, young people and/or vulnerable adults (If applicable)? | |  | Did this job involve working with children, young people and/or vulnerable adults? (If applicable) | |  |

|  |
| --- |
| **Your supporting statement** |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Use examples where possible and provide the situation or task, your action(s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc. Please note, you have a 4000 character (not word) limit for this statement. |
|  |

|  |  |
| --- | --- |
| **Disclosure of interest** | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? |  |
| If yes, please provide details: | |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? |  |
| If no, please provide details of your other role(s) and the days and hours you work: | |
| Are you related to, or have you formed any relationship (personal, financial or professional) with any current Councillor or employee of Cornwall Council, or School Governor? |  |
| If yes, please give details: | |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? |  |
| If yes, please give details: | |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment? |  |
| If yes, please give details: | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Your declaration** | | | | | | |
| I understand that any employment, if offered, will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. | | | | | | |
| **Signature** (applicant): | |  | | **Date:** | |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | | | | | |
| If you have completed this form on behalf of the applicant, please add your details: | | | | | | |
| Name (printed): |  | | Contact number: | |  | |

**Thank you** for taking the time and effort to complete this application form. The role information supplied will say where it should be returned.

**Please make sure that you complete our safeguarding and declaration of criminal convictions form and the equal opportunities monitoring form.**