



Rutland County Council



Confidential

Application for Employment

PLEASE NOTE: This form should be completed in **BLACK INK**. This document is available in additional formats on request e.g. bold/large print, braille, tape or an alternative language.

Application for post of:		Closing Date:	
Department:			

Please return completed forms to The Personnel and Training Section, Rutland County Council, Catmose, Oakham, Rutland. LE15 6HP. Personnel@rutland.gov.uk.

1. Personal Details TO BE COMPLETED IN BLOCK LETTERS

Surname:	First Name(s):		
	Title: Mr/Mrs/Miss/Ms/Dr please delete as appropriate		
Home Address:	Telephone Numbers:		
	Home:	Mobile:	Work:
Postcode:			Ext:
Email address:	National Insurance Number:		

2. Present or Last Employer Please specify if Last Employer. Please also detail any unpaid work e.g. community or voluntary work.

Job Title:	Current Salary:	Grade:
Other Benefits:	Start Date:	Leaving Date or Notice Required:
Employer's Name and Address:	Reason for seeking other employment (if appropriate):	
Postcode:		
Responsible to:	Position:	
Brief description of duties and responsibilities:		

3. Previous Employment

Please start with the most recent after that shown under 'Present or Last Employer' in Section 2. Include any voluntary experience and please account for any gaps. Use a separate sheet of paper if necessary, providing the same information outlined below or alternatively copy this section to continue on.

Employer's name	Job Title	Salary & Grade on leaving	Dates		Reason for Leaving
			From	To	

4. Education/Training/Qualifications

Please state qualifications gained. (If you are appointed we will need to see your original qualification certificates).

Schools, Colleges, Universities or Institute of Further Education attended (including part-time)	Dates		Qualifications gained including subjects and grades.
	From	To	

Membership and status of any Professional or Technical Associations

Date	Organisation	Grade

Other Training Courses Attended

Please use a separate sheet of paper if necessary.

Organising Body	Course Title	Length of Course

5. Information in Support of Your Application

In the following section please use the job description and job requirements to relate details of your experience, knowledge, skills and abilities, which you consider to be relevant to this post. Please take each item on the **Job Requirements** in turn and use the section below to tell us how you feel your experience and skills match the requirements. (The Job Requirements accompany the Job Description). Give as much information as necessary to demonstrate the skills, experience and knowledge you have gained. This could include voluntary work, leisure interests and any other activities that you consider relevant to this position. Please refer to the accompanying information on completing the application form for further guidance.

Please continue on separate sheets if necessary, making sure you number them clearly

6. References

Please provide the names and addresses of two referees. Please note that friends and relatives are not acceptable referees.

When considering which referees to include, please make sure that your most recent experience is covered. Please also ensure that one of your referees is your current line manager or your most recent line manager if you are not in paid employment at the moment. If you have not previously been employed, then College Lecturers, Head Teachers or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

May references be taken up without further approval? YES NO

1) Name:	Position Held by Referee:
Organisation:	
Address:	
Telephone No:	Ext:
E-mail address:	
How do you know this person? (e.g. as your line manager, other colleague, tutor, headteacher etc)	

2) Name:	Position Held:
Organisation:	
Address:	
Telephone No:	Ext:
E-mail address:	
How do you know this person? (e.g. as your line manager, other colleague, tutor, headteacher etc)	

Please give details of any dates within the next 2 months when you will not be available for interview. However, if you are not available for interview on a specific date, we cannot guarantee being able to offer you an alternative date.

Date/s:

7. Health/Medical Details

If you have been absent from work through ill health within the last 2 years, please complete the following:

Dates absent Number of Working days lost Reasons

Please note all new employees to this Authority are required to complete a medical questionnaire and may be asked to undergo a medical examination.

8. General

Where did you see the post advertised/how did you hear of the vacancy?

Rutland County Council's website
Rutnet
Job Centre
Rutland and Stamford Mercury
Rutland Times
Peterborough Evening Telegraph
Leicester Mercury

National Newspaper – please specify:
Professional Journal - please specify:
Staff Bulletin
Friend
Other – please specify:

9. Declaration

I hereby declare that I have not canvassed a Councillor or any Committee of the Council or officer of the authority either directly or indirectly and I will not do so. I understand that such canvassing or failure to disclose my relationship with a member or employee of the Council or providing false information will disqualify me as a candidate.

I declare that the information provided is to the best of my knowledge true and agree that it should form part of the basis of my engagement. I authorise Rutland County Council to check the information that I have supplied. I understand that falsification of qualification or information may lead to dismissal without notice.

Signed:

Date:

DATA PROTECTION ACT 1998

INFORMATION ON THIS FORM MAY BE HELD ON COMPUTER, STRICT CONFIDENTIALITY WILL BE OBSERVED AND DISCLOSURE WILL ONLY BE MADE FOR PAYROLL AND PERSONNEL AND TRAINING ADMINISTRATION PURPOSES