



Rutland County Council

Confidential

Application for Employment

PLEASE NOTE: This form should be completed in **BLACK INK OR TYPE**. Please use the **tab key** to move between the fields and **select from any drop down boxes** or press enter to select a box. This document can be made 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 Human Resources Section, Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP or email: recruitment@rutland.gov.uk

1. Personal Details TO BE COMPLETED IN BLOCK LETTERS

Surname:	First Name(s):		
	Title:		
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. If self-employed, the Council will require evidence e.g. from HMRC, Bankers, Accountants, Solicitors, trade or client references, confirming that the business was properly conducted and was terminated satisfactorily.

Job Title:	Current Salary:	Grade:
Other Benefits:	Start Date:	Leaving Date or Notice Required: select:
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. An account must be given of any significant periods (6 months or more in the past 3 years) of time spent abroad. 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. By submitting referees names and contact details you are confirming they have consented to their contact information being used and you are consenting to them releasing information about you for references purposes.

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. General

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

Rutland County Council's Website
Local Government Jobs Website
East Midlands Portal Jobs Website
East Midlands Councils
Job Centre
Rutland and Stamford Mercury
Rutland Times

Peterborough Evening Telegraph
Leicester Mercury
Staff Bulletin
Staff Intranet
Friend
National Newspaper – please specify
Professional Journal - please specify
Other – please specify

8. 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:

Using your personal information

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on 01572 722577, via email to dataprotection@rutland.gov.uk or by writing to us at Data Protection, Catmose House, Oakham, Rutland. LE15 6HP

Your information will be used to enable us to process your application as part of the recruitment process for the vacancy you have applied for.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. Your data will be shared with the specific team's interview panel members, to enable them to ascertain your suitability for interview.

We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will only keep your data for 6 months if you are unsuccessful in securing this appointment.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>):

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights related to automated decision making, including profiling'

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

PLEASE NOTE, IF YOU ARE COMPLETING THIS APPLICATION ELECTRONICALLY, YOU WILL BE ASKED TO SIGN THE FORM IF YOU ARE INVITED TO AN INTERVIEW.