



Rutland County Council

Confidential Application for Employment Personal Details

Please submit this form with your application form. All information will be treated as confidential.

PLEASE NOTE: This form should be completed in **BLACK INK OR TYPE**. 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:			

1. Personal Details TO BE COMPLETED IN BLOCK LETTERS

Surname:	First Name(s):		
Date of Birth:	E-mail address:		
Home Address:	Telephone Numbers:		
	Home:	Mobile:	Work:
Postcode:			Ext:

2. Additional information

2.1 To the best of your knowledge are you related to a member or an employee of Rutland County Council?

YES NO If YES, to whom - Name: _____ Position: _____

Relationship: _____

2.2 CONVICTIONS

Do you have an 'unspent' criminal conviction under the Rehabilitation of Offenders Act 1974? YES NO

If YES, please provide details and dates in a sealed envelope, marked with your name and the title of the post you are applying for. Please mark it Private and Confidential, for the attention of the Human Resources section and attach it securely to this form.

Posts that involve working with children, young people and vulnerable adults and some other posts may be required to give details of any criminal convictions. This refers to both spent and unspent convictions (although protected convictions, cautions, reprimands or final warnings do not need to be declared). If the post falls into this group you will be required to provide information on a Disclosure and Barring Service (DBS) Form which will be checked by the DBS Service.

Application for Employment

Personal Details continued

2.2 CONVICTIONS *Continued*

Do you subscribe to the DBS Service? YES NO

For further information about the DBS check visit the DBS website: www.gov.uk/disclosure-barring-service-check. Further information regarding the Rehabilitation of Offenders Act 1974 is in the 'Information for Applicants' on the Council's website.

2.3 Have you ever been the subject of formal disciplinary proceedings? YES NO
If YES, please give details including dates:

2.4 Under the Equality Act 2010, disability is a protected characteristic. Disability is defined as a physical or mental impairment or health issue which has a substantial and long term adverse effect on the ability to carry out normal day to day activities. Rutland County Council wishes to ensure that a fair selection interview is conducted for all. The Council is able to make provision for candidates with a disability. Please indicate below any arrangements that you would need if you were selected for interview.

Wheelchair-accessible location for interview	<input type="checkbox"/>	Induction loop in interview room	<input type="checkbox"/>
Interview information in large print format	<input type="checkbox"/>	Car parking space for interview	<input type="checkbox"/>
Interview information on audio tape	<input type="checkbox"/>	Facility for assistant/personal carer or other person to accompany you at interview	<input type="checkbox"/>
Sign language interpretation or other assistance with communication at interview	<input type="checkbox"/>		

Please state if there are any other arrangements that you require on the interview day:

2.5 a) Do you hold a current full driving licence?* YES NO
If YES, please state type of licence: HGV Other:
b) Do you have regular use of a vehicle? YES NO

* *The Job requirements will say whether a driving licence is needed for this post*

2.6 a) Have you previously been employed by Rutland County Council? YES NO
b) If YES, please state when and job title:
c) Did you receive any redundancy payment or enhanced retirement benefit? YES NO

2.7 Do you require a work permit? YES NO

2.8 If offered this position will you continue to work in any other capacity? YES NO
If YES, please provide details:

3. Equality Monitoring

We want to make sure that our services are provided fairly and to those who need them. The information collected helps us get a picture of who contacts us, uses or does not access our services so will help us improve what we provide and reduce potential barriers to access. Please answer the questions below by ticking the boxes that you feel most describes you.

If you do not want to answer any specific question then please leave it blank.

Some questions may feel personal, but the information we collect will be kept confidential and secure. The better the information is that we collect the more effective our monitoring will be.

If you believe that you have been unfairly treated during the recruitment and selection procedure, please notify Human Resources, Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP, within 14 days of the alleged act taking place. Please state the post title, department and location, together with a brief outline of your complaint.

Ethnicity

White

- English / Welsh / Scottish / British / Northern Irish
 Irish
 Gypsy/Traveller
 Other white/European background (please state)

Mixed / Dual Heritage

- White and Black Caribbean
 White and Black African
 White and Asian
 Other mixed background (please state)

Asian or Asian British

- Indian Pakistani
 Bangladeshi Chinese
 Other Asian background (please state)

Black / African / Caribbean or Black British

- Caribbean
 African
 Other Black/African/Caribbean background (please state)

Other Ethnic Group

- Arab
 Other ethnic group (please state)

Prefer not to say

Gender

- Female Male
 Other (please state)

Language Preference

- English British Sign Language
 Other (please state)

Disability

Do you consider yourself to be a disabled person? Yes No

If you have answered 'yes', please tick boxes below that best describe your impairment. This information helps us improve access and remove barriers to our services.

“An impairment that has (or is likely to have) a substantial, adverse, long-term effect on the ability to carry out normal day-to-day activities”

- | | |
|--|--|
| <input type="checkbox"/> Hearing e.g. profound to mild deafness | <input type="checkbox"/> Learning e.g. Downs syndrome |
| <input type="checkbox"/> Communication e.g. speech | <input type="checkbox"/> Developmental e.g. Dyslexia |
| <input type="checkbox"/> Visual e.g. blind or partial sighted | <input type="checkbox"/> Impaired memory / concentration or ability to understand e.g. Stroke, dementia, head-injury |
| <input type="checkbox"/> Mobility or physical e.g. walking, dexterity | <input type="checkbox"/> Mental ill health e.g. Bi polar disorders, schizophrenia, depression |
| <input type="checkbox"/> Long-term illness or health condition e.g. cancer, HIV, diabetes, chronic heart disease, rheumatoid arthritis, chronic asthma | <input type="checkbox"/> Other (please state) |

Age

- Under 16 16 - 25 26 - 39
 40 - 64 65 – 80 80 +

Sexual Orientation

Do you consider yourself to be?

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay man
<input type="checkbox"/> Heterosexual / straight	<input type="checkbox"/> Lesbian / gay woman
<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say

Relationship Status

- Civil partnership Co-habiting Divorced
 Married Separated Single Widowed
 Other Prefer not to say

Residency

Are you a: British / United Kingdom citizen?
 Yes No

Are you a national of another country?
 EU National Other
 Refugee Asylum Seeker
 Student

Faith / Religion / Belief

- | | | | |
|--------------------------------------|--|---|-----------------------------------|
| <input type="checkbox"/> Agnostic | <input type="checkbox"/> Atheist | <input type="checkbox"/> Baha'i | <input type="checkbox"/> Buddhist |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Hindu | <input type="checkbox"/> Humanist | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Jain | <input type="checkbox"/> Muslim | <input type="checkbox"/> No religion/belief | <input type="checkbox"/> Pagan |
| <input type="checkbox"/> Rastafarian | <input type="checkbox"/> Scientologist | <input type="checkbox"/> Shinto | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Zoroastrian | <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say | |

Please tell us any other considerations you would like us to know, for example any specific communication needs. (Please state)

Thank you

4. Declaration

I declare that I have read the information for applicants and that the information provided is to the best of my knowledge true. I 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 qualifications or information may lead to dismissal without notice.

Signed:

Date:

In order to reduce our costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants.

IF YOU HAVE NOT RECEIVED A REPLY WITHIN 4 WEEKS OF THE CLOSING DATE, YOU SHOULD ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.

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 Equality and Diversity information will be used for monitoring purposes to ensure a fair selection process.

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 organise any specific arrangements for interview you may require.

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.