 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 is available in additional formats on request e.g. bold/large print, braille, tape or an alternative language.

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| **Application for post of:** |       | **Closing Date:** |       |
| **Department:** |       |

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| **1. Personal Details TO BE COMPLETED IN BLOCK LETTERS** |
| Surname:       | First Name(s):       |
| Date of Birth:       | E-mail address:        |
| Home Address:      Postcode:       |
| Telephone Numbers: |
| Home:       | Mobile:      | Work:      Ext:       |

#  2. Additional information

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| 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

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| 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](http://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 [ ]  Induction loop in interview room [ ]   Interview information in large print format [ ]  Car parking space for interview [ ] Interview information on audio tape [ ]  Facility for assistant/personal carer or other [ ]  person to accompany you at interviewSign language interpretation or other assistance [ ] with communication at interviewPlease 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 [ ] 1. 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:       |

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| **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)      **Asian or Asian British**[ ]  Indian [ ]  Pakistani[ ]  Bangladeshi [ ] Chinese[ ]  Other Asian background (please state)      **Other Ethnic Group**[ ]  Arab[ ]  Other ethnic group (please state)       | **Mixed / Dual Heritage**[ ]  White and Black Caribbean[ ]  White and Black African[ ]  White and Asian[ ]  Other mixed background (please state)      **Black / African / Caribbean or Black British**[ ]  Caribbean[ ]  African[ ]  Other Black/African/Caribbean background (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” |
| [ ]  Hearing e.g. profound to mild deafness[ ]  Communication e.g. speech[ ]  Visual e.g. blind or partial sighted[ ]  Mobility or physical e.g. walking, dexterity[ ]  Long-term illness or health condition  e.g. cancer, HIV, diabetes, chronic heart disease, rheumatoid arthritis, chronic  asthma | [ ]  Learning e.g. Downs syndrome[ ]  Developmental e.g. Dyslexia[ ]  Impaired memory / concentration or ability to understand e.g. Stroke, dementia, head-injury[ ]  Mental ill health e.g. Bi polar disorders, schizophrenia, depression [ ]  Other (please state) |
| **Age**[ ]  Under 16 [ ]  16 - 25 [ ]  26 - 39[ ]  40 - 64 [ ]  65 – 80 [ ]  80 + | **Sexual Orientation**Do you consider yourself to be?[ ]  Bisexual [ ]  Gay man[ ]  Heterosexual / straight [ ]  Lesbian / gay woman[ ]  Other [ ]  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 [ ]  NoAre you a national of another country?[ ]  EU National [ ]  Other [ ]  Refugee [ ]  Asylum Seeker [ ]  Student |
| **Faith / Religion / Belief**[ ]  Agnostic [ ]  Atheist [ ]  Baha’i [ ]  Buddhist[ ]  Christian [ ]  Hindu [ ]  Humanist [ ]  Jewish [ ] Jain [ ]  Muslim [ ]  No religion/belief [ ]  Pagan [ ]  Rastafarian [ ]  Scientologist [ ]  Shinto [ ]  Sikh [ ]  Zoroastrian [ ]  Other [ ]  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** |
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| **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.**

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| **Using your personal information**The information you have provided will be used in accordance with the Data Protection Act 1998 and other relevant legislation. 1. In order to provide you with the service you require there may be occasions when your information is shared with those who carry out work on our behalf.

If you agree to your information to be shared between departments of the Council for the purpose of service provision by telephone, post, email and SMS, please tick the box. [ ] 1. Sometimes we may need to ask other agencies or organisations for relevant information about you to fulfil our legal responsibilities or to provide services.
2. We may pass your information to other agencies or organisations as allowed or required by law, for example:
* to enable them to carry out their statutory duties
* where it is necessary to prevent harm to yourself or other individuals
* to help with the prevention of fraud
1. Rutland County Council may check internal records to verify information provided by customers

For further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you, please contact: recruitment@rutland.gov.uk  |