

South Northamptonshire Council

www.southnorthants.gov.uk



APPLICATION FOR APPOINTMENT

Title of vacancy: _____ Reference: _____

1. Title: _____ 2. Last Name: _____ 3. Other names (*in full*): _____

4. Address for communications: _____
 5. Telephone (*codes & numbers*) E-mail address
 Home: _____
 Work: _____

6. Would you like to be considered as a job sharer for this position? Yes/No

8. **REFEREES:** Please give the names, addresses and telephone numbers (where known) of 2 people who can comment on your previous job performance, working abilities etc. One of these should be your present or most recent employer (or your school/college principal if you have not worked before). **Please note that in addition to your referees, we reserve the right to contact any of your previous employers (as listed overleaf by you) for the purpose of verifying your employment record, if we think this is necessary.**

(a) Telephone: _____ Email Address: _____ May we contact this referee prior to interview? Yes/No <input type="checkbox"/> <input type="checkbox"/>	(b) Telephone: _____ Email Address: _____ May we contact this referee prior to interview? Yes/No <input type="checkbox"/> <input type="checkbox"/>
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FOR OFFICE USE ONLY			
Shortlisted Yes/No <input type="checkbox"/> <input type="checkbox"/> Interview date _____ Invitation to interview sent _____ Eligibility to work in the UK checked and copy taken, signed and dated <input type="checkbox"/> 2 References received Yes/No <input type="checkbox"/> <input type="checkbox"/> Post Offered Yes/No <input type="checkbox"/> <input type="checkbox"/> Verbally accepted on _____ Who to report to on first day: _____ What time? _____ Appointment letter sent _____ Written acceptance on _____ Medical clearance obtained _____ Pension forms returned _____ Bank details returned _____	Special conditions (e.g. shift working, fixed term, out of hours working) <div style="border: 1px solid black; height: 40px; width: 100%;"></div> INTERVIEWED BY: 1. _____ 2. _____ 3. _____ 4. _____ Signed _____ (appointing officer) Authorised By _____ Head of Service Checked by Personnel (initials) Copied to: Expenditure Section <input type="checkbox"/>	Starting date _____ Grade _____ Starting Salary or Manual Hourly Rate and percentage _____ Based at _____ 6 months probation <input type="checkbox"/> Permanent <input type="checkbox"/> Flexi-time <input type="checkbox"/> Temp/Casual <input type="checkbox"/> Essential User <input type="checkbox"/> Notice Period month(s) Relocation <input type="checkbox"/> Part time <input type="checkbox"/> Full time <input type="checkbox"/> Politically Restricted <input type="checkbox"/> Job share <input type="checkbox"/> No of hours _____ CRB <input type="checkbox"/> per week _____ Review date (for casual/temporary employment) _____ Please insert the relevant cost centre for this post <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Division _____ Section _____

Unless otherwise stated please return this form to: South Northamptonshire Council, Council Offices, Springfields, Towcester, Northamptonshire NN12 6AE.

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EMPLOYMENT RECORD

Present (or latest) Employment:

Employer's name & address:
Telephone no:

Your Job Title:

Current Salary/Wages:

Date you started working for this employer:

Period of notice you are required to give:

Previous employers:

Please list the previous jobs you have held. Please start with your most recent previous employment and work backwards. Please account for any breaks in your work record (for example, redundancy or unemployment).

Employer	Job Title	Reason for Leaving	Dates of Employment (month/year)		Grade/Salary or Wages on leaving
			From	To	



EDUCATION AND TRAINING (including overseas)

Please start with your highest level qualification

Dates Attended	Education (names of Secondary Schools, Colleges, Universities and Further Education).	Certificates, Diplomas, Degrees etc. obtained.	Results & Grades	Date of Qualification

Current Membership of Professional Bodies (and dates and how obtained). Please write the full name of professional body not just initials:

Other Relevant Training Courses Attended:

DRIVING LICENCE:

Do you possess a full driving licence?	Do you have any current endorsements or convictions?	Do you own or have the use of a car for work?
YES/NO	YES/NO	YES/NO

AVAILABILITY TO ATTEND INTERVIEW

If called for interview, please give dates when you will be **unavailable** to attend an interview during the 4 weeks following the closing date for this vacancy. Please note that we may not be able to interview you if the date for interview has been set and it is a date on which you are unable to attend.

I am unavailable on:



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EXPERIENCE

Please use this space to highlight those aspects of your experience which you consider relevant to the job for which you are applying. If you wish, please add any other information which you think appropriate.

Please use a further sheet if necessary, but lengthy applications are not required. Please do not send your CV etc as only your application form will be used for shortlisting.

EQUAL OPPORTUNITY POLICY

We are committed to improving equal opportunities. This application form does not contain any questions relating to your place of birth/nationality; marital status or children; disability or age. Questions on these matters will not normally be asked at interview. If you are offered an appointment it will be on the understanding that there is nothing in your personal circumstances which prevents you from taking up your appointment, carrying out the full range of duties of the post (with reasonable adaptations as necessary if you are disabled) and that you are under 65. The Council regards 65 as its normal retirement age, so if you are going to be 65 in the next 12 months please let us know.

The detachable questionnaire does **not** form part of your application. It will be kept separately from it and used only to monitor the effectiveness of the Council's Equal Opportunities in Employment Policy. Please enable us to carry out effective monitoring by completing the detachable questionnaire fully.

DECLARATION

To your knowledge are you related to a Councillor or any employee of SNC? YES/NO

If yes, please give details:

Failure to disclose this information will lead to disqualification, as will any canvassing in connection with this appointment.

I declare that the information given in this application is true and correct. I consent to the Council requesting information about my previous employment from the people named in section 8. I consent to those people and other previous employers releasing information about my employment to the Council for the purposes of this application. I am aware that this may include sickness and absence information.

Signed: _____

Date: _____

(Revised January 2007)

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EQUAL OPPORTUNITY IN EMPLOYMENT POLICY

South Northamptonshire Council is an Equal Opportunity employer. The Council operates a policy with the aim of ensuring that unlawful discrimination does not take place in recruitment. In order to help the Council monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested below:

This information is confidential, and does not form part of your application. This slip will be detached from your application form when it is received, and the information will not be taken into account when making the appointment.

Title of Vacancy _____

Last Name _____ Initials _____

Age _____ Date of birth _____ / _____ / _____

Please tick:

Are you: (A) Male?
(B) Female?

What is your ethnic group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

(These groups are those recognised by the Commission for Racial Equality, and are the same as those used by the National Office of Census for 2001 Census)

A. White

British Irish Any other White background, *please write in*.....

B. Mixed

White and Black Caribbean White and Black African White and Asian
Any other Mixed background, *please write in*.....

C. Asian or Asian British

Indian Pakistani Bangladeshi Any other Asian background, *please write in*.....

D. Black or Black British

Caribbean African Any other Black background, *please write in*.....

E. Chinese or other ethnic group

Chinese Any other, *please write in*.....

PLEASE TURN OVER

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Do you consider that you are disabled within the meaning of the Disability Discrimination Act 1995 (that is: do you have a physical or mental impairment which has a substantial or long term adverse effect on your ability to carry out day to day activities)?

YES/NO

If yes, please give details of your disability:

Do you think there are any reasonable adjustments which would need to be made to either (a) the duties of this post or (b) the Council Offices/Workplace which would help you?

Under the Employment Equality (Religion or Belief) Regulations 2003, the Council is not permitted to discriminate in any matter connected with employment for reasons connected with a person's religion or belief. To ensure we comply with these regulations, please feel free to give us details of your religion or belief, if you wish to do so:

Under the Employment Equality (Sexual Orientation) Regulations 2003, the Council is not permitted to discriminate in any matter connected with employment for reasons connected with a person's sexual orientation. If you wish to do so please indicate if your sexual orientation is towards

- 1. Persons of the Same Sex
- 2. Persons of the Opposite Sex
- 3. Persons of the Same Sex and of the Opposite Sex

ADVERTISEMENT MONITORING

Please state where you saw our advertisement for this vacancy:

Please tick:

- 1. Council vacancy list
- 2. Job Centre
- 3. External Publication
- 4. South Northamptonshire Council's website
- 5. Other (*please specify*)

(please specify)

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OFFICE USE ONLY

- Tick if shortlisted
- Tick if appointed
- Grade of job applied for
- Full time
- Part time
- Post number
- Closing date for application

