****

**CONFIDENTIAL**

|  |
| --- |
| **APPLICATION FOR EMPLOYMENT** |
| To be returned to **Human Resources -** **hrinfo@eastleigh.gov.uk**Eastleigh Borough Council is positive about diversity/equality. Our policy is to ensure that all applicants receive fair consideration.If you prefer you can submit an up to date CV with your application. |
| **POST APPLIED FOR** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **LAST NAME** |  | **ADDRESS** |  |
| **FIRST NAME(S)** |  |
| **CONTACT NUMBER** |  |
| **EMAIL ADDRESS** |  | **POSTCODE** |  |

|  |
| --- |
| **PRESENT OR LAST APPOINTMENT** |
| **POSITION HELD** | **EMPLOYER’S NAME AND ADDRESS** | **DATES****From – To** | **SALARY** |
|  |  |  |  |
| **Please give a brief outline of duties and responsibilities** |
|  |
| **PREVIOUS JOB HISTORY****(Please start with MOST RECENT EMPLOYER and account for any gaps in employment)** |
| **POSITION HELD/BRIEF SUMMARY OF DUTIES** | **EMPLOYER’S NAME AND ADDRESS** | **DATES****From – To** | **SALARY** | **LEAVING REASON** |
|  |  |  |  |  |
| **Please give details of relevant experience and achievements relating to this role****(continue on a separate sheet if necessary)** |
|  |

|  |  |  |
| --- | --- | --- |
| **SECONDARY SCHOOLS ATTENDED** | **EXAMS TAKEN** | **GRADES** |
|  |  |  |
| **UNIVERSITY/COLLEGE ATTENDED****Please state full or part time** | **COURSE** | **RESULTS** |
|  |  |  |
| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| **NAME OF PROFESSIONAL BODY** | **DATE JOINED** | **BY EXAMINATION?****YES/NO** | **GRADE** |
|  |  |  |  |
| **RELEVANT LEARNING AND DEVELOPMENT RECEIVED IN THE LAST 5 YEARS** |
| **NAME OF COURSE** | **ORGANISER** | **DURATION** | **DATE(S)** |
|  |  |  |  |

|  |
| --- |
| **REFEREES****Please give the name and address of two employment referees, one should be your current or most recent employer****(If you are leaving education please give the name of your Head Teacher or Tutor. If you have been unemployed for a period of time you may provide a referee from the Job Centre)** |
| **NAME AND TITLE** | **CONTACT DETAILS** |
| 1. **Name:**
 | **Address:****Phone:****Email:** |
| **Capacity known to you:** | **Approach to be made before/after offer of employment?** |
| 1. **Name:**
 | **Address:****Phone:****Email:** |
| **Capacity known to you:** | **Approach to be made before/after offer of employment?** |

|  |
| --- |
| **ADDITIONAL INFORMATION (please indicate where appropriate** |
| **Length of notice required** |  |
| **If your role requires you to drive, please indicate if you have a full currently clean driving licence?** | **YES** [ ]  **NO** [ ]  **If HGV licence, please state class** |
| **Number of penalty points (if applicable)** |  |
| **Do you have your own transport?** | **YES**  [ ]  **NO**  [ ]  **If yes, which type?**  |
| **How did this vacancy come to your notice?** |  |
| **Do you need a visa to live and work in the UK?** | **YES**  [ ]  **NO**  [ ]  |
| **Do you need a work permit to undertake this post?** | **YES**  [ ]  **NO**  [ ]  |
| **Are you related to, or do you have a close personal relationship with any employee or a Councillor of this Council?** | **YES** [ ]  **NO**  [ ]  | **If yes, please give name** |
| **Do you have any interests to declare which could conflict with any employment offer made to you?** | **YES**  [ ]  **NO**  [ ]  |
| **For certain posts, Disclosure/Police Checks will be required for the successful candidate. If this is necessary, further details will be provided.** |
| **I certify that the information supplied in this application is correct and agree that the accuracy of my replies shall be a condition of any contract offered by Eastleigh Borough Council and could lead to dismissal.** |
| **SIGNATURE****(electronic)** |  | **DATE** |  |

****

|  |
| --- |
| GUIDANCE NOTES**INFORMATION FOR JOB APPLICANTS** |

Eastleigh Borough Council is positive about diversity/equality. The aim of this policy is to ensure that no job applicant, employee, council tax payer, customer or member of the public receives less favourable treatment on the grounds of disability, marital status, colour, ethnic origin, religion, belief, age, gender, sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

###### PEOPLE WITH DISABILITIES

###### Within this form, you have been asked to indicate whether you have a disability. The definition of disability defined in the Disability Discrimination Act is:

*“Any physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. Long term is taken to mean the impairment would reasonably be expected to last, or has lasted, 12 months or more.”*

It includes long term health and progressive conditions, learning disabilities and mental health conditions. People with mobility impairments and sensory conditions are included as well as people diagnosed with HIV, cancer and multiple sclerosis.

The Council welcomes applications from people who consider that they have a disability. As part of our commitment to be “Positive about Disabled People”, any applicant with a disability who meets the essential criteria required for a vacancy will be invited to attend an interview. As far as is reasonably practical we will provide suitable facilities and support to assist you in the selection process.

###### REHABILITATION OF OFFENDERS ACT 1974

Under the Rehabilitation of Offenders Act 1974, you do not need to provide details about previous convictions which are “spent” unless the post you are applying for is exempt (please see the paragraph below). A conviction becomes “spent” after a certain length of time, which changes depending upon the sentence and your age at the time of conviction. (The periods are halved if the conviction took place if you were under 18 at the time the conviction took place.)

To protect certain vulnerable groups within society, there are a large number of posts and professions that are exempted from the Rehabilitation of Offenders Act. These include posts involving access to children, young people, the elderly, disabled people, alcohol or drug misusers and the chronically sick. Solicitors, Barristers and Accountants are also exempted. In such cases, organisations are legally entitled to ask applicants for details of all convictions, irrespective of whether they are “spent” or “unspent” under the Rehabilitation of Offenders Act and take these into account when making recruitment decisions.

**IF A PERSON IS SENTENCED TO MORE THAN 2½ YEARS IN PRISON, (OR HAS A CORRESPONDING COURT-MARTIAL PUNISHMENT), HIS/HER CONVICTION CAN NEVER BECOME “SPENT”. YOU MUST THEREFORE DISCLOSE DETAILS OF THE CONVICTION. ANY INFORMATION GIVEN WILL BE TREATED AS CONFIDENTIAL AND USED ONLY IN CONNECTION WITH THIS APPLICATION.**

Examples are:

|  |  |
| --- | --- |
| **Sentence** | **Number of years from date of conviction** **BEFORE CONVICTION BECOMES SPENT** |
| 6 months to 2½ years imprisonment | 10 years |
| Imprisonment of 6 months or less | 7 years |
| Borstal  | 7 years |
| A Fine or Community Service Order | 5 years |
| Probation Order, Conditional Discharge or Bind Over | 1 year |
| An Absolute Discharge | 6 months |

**An offer of employment may be withdrawn, or employment may be terminated if any relevant information which was not disclosed is revealed by subsequent checks.**

If you have any doubts about whether you have to declare a previous conviction, you should contact your local Probation Office or the Citizens Advice Bureau, or your solicitor.

**Eastleigh Borough Council operates a Diversity/Equality Policy**.

**To assist in monitoring our policy, applicants are asked to give details of their age, gender, ethnic origin and details of any disabilities. Your answers to these questions will help the Council make selection fair for all. You have also been asked to provide details about previous convictions for criminal offences.**

**PLEASE COMPLETE AND RETURN THIS FORM TOGETHER WITH YOUR APPLICATION FORM. THIS PAGE OF THE APPLICATION FORM WILL BE RETAINED IN HUMAN RESOURCES AND WILL NOT BE USED TO SELECT APPLICANTS FOR INTERVIEW. PLEASE READ THE GUIDANCE NOTES.**

|  |
| --- |
| **DISABILITY (please mark where appropriate)** |
| **Do you consider yourself to have a disability? (Please see guidance notes attached)** | YES [ ]  NO [ ]  |
| **If yes, please give details:** |
| **Does your disability prevent you meeting any of the working arrangements or duties of this post?** If yes, you are still encouraged to apply as we may be able to make reasonable adjustments | YES [ ]  NO [ ]  |
| **Please let us know what you feel you may have difficulty with and why. Where applicable, please also provide details of any aids and adaptations you may require.** |

|  |
| --- |
| **CRIMINAL OFFENCES** |
| **Have you ever been convicted of a criminal offence (excluding motoring offences)? \*** | YES [ ]  NO [ ]  |
| **If yes, please give details:** |
| *\*There is no obligation to declare convictions which are “spent” under the terms of the Rehabilitation of Offenders Act 1974, unless the post you are applying for is classed as “exempt” from this due to the nature of the work involved. In this case you must disclose all convictions whether spent or unspent. These posts will state they are exempt in the documentation supplied for the role and details of all convictions should be provided.* ***Please see the guidance notes supplied for more information.****The Council’s policy is that the disclosure of a criminal record will not necessarily be a bar to obtaining a position with the Council. Each situation will be judged on its relevant factors – see Guidance Notes* |