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Application for Employment

Confidential

# Applicant Details

**Applicant’s name:**

**Job Title:**

**Service:**

**Location:**

**Would you prefer:** Part time/Full time (please delete as appropriate)

**If part time, please state hours:**

**Are you applying under the Disability Confident Scheme? (for more information on the scheme please refer to the** [**Applicant Help page**](https://www.eastherts.gov.uk/jobs-careers/applicant-help)**):** Yes/No (please delete as appropriate)

Completed forms should be emailed to **human.resources@eastherts.gov.uk**

## Notes to Applicants

Before completing this application form, please read the **‘Guidance Notes for Completing Application Forms’** at the end of this form and the [**Applicant Help**](https://www.eastherts.gov.uk/jobs-careers/applicant-help) section on the Jobs and Careers section of our website.

Please complete **all** sections of this form, deleting information as appropriate.

The application form has two parts. If you are submitting an accompanying CV then you only need to complete **Part Two** of the application form. If you are not submitting a CV then **Parts One and Two** should be completed.

## Application Form Part one

*(this part does not need to be completed if you are submitting an accompanying CV)*

### Personal Details

**Title:**

**First name:**

**Surname:**

**Address:**

**Postcode:**

**Email address:**

**National Insurance No:**

**Daytime telephone number:**

**Evening/mobile telephone number:**

### Membership

Please indicate membership of professional bodies relevant to the job you are applying for.

| **Name of organisation** | **Type of membership** | **Date of membership** |
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### Relevant employment history (most recent first)

Please use the table below to provide information regarding your employment history. If space is inadequate please continue on a separate sheet.

| **Job title** | **Employer** | **Date started** | **Date left** | **Salary** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

| **Reason for leaving** |
| --- |
|  |

| **Brief description of duties** |
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| **Job title** | **Employer** | **Date started** | **Date left** | **Salary** |
| --- | --- | --- | --- | --- |
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| **Reason for leaving** |
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| **Brief description of duties** |
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| **Job title** | **Employer** | **Date started** | **Date left** | **Salary** |
| --- | --- | --- | --- | --- |
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| **Reason for leaving** |
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| **Brief description of duties** |
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### Education and Qualifications

Please detail any qualifications which are relevant to the job and/or specified on the person specification.

| **Examination body** | **Subject** | **Result** |
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### Training/development

Please detail any training/development you have attended which are relevant to the job and/or specified on the person specification.

| **Organising body** | **Training/Development** | **Year** |
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### APPLICATION FORM PART TWO

*(this must be completed regardless of whether or not an accompanying CV is submitted)*

### Experience, skills and other information in support of your application

| **Please detail experience and skills which demonstrate your ability to carry out this job, addressing each item in the person specification. This section is important as it will be used to shortlist applicants.** |
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### References

Please give details of two referees. The first referee must be from your current or most recent employer and they must be/have been your manager. The second referee must be from a previous employer unless you have not worked before or have had a substantial break in employment, in which case a teacher/college tutor or other professional should be sufficient.

| **Name** | **Job Title** | **Organisation** | **Relationship to you** | **Work email address** | **Work telephone number** |
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### Employment History

(to be completed in support of CV where part one not completed)

| **Job Title** | **Employer** | **Salary** | **Date Started** | **Date left** | **Reason for leaving** |
| --- | --- | --- | --- | --- | --- |
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### Personal Details

(to be completed in support of CV where part one not completed and where this information is not already contained within the CV)

**Address:**

**Postcode:**

**Email address:**

**National Insurance No:**

**Daytime telephone number:**

**Evening/mobile telephone number:**

### Additional Data

| **Please explain any gaps in your career and employment giving full details and reasons.** |
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| **How did you find out about this vacancy?** |
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### Permission to work in the UK

**Do you have permission to work in the UK?** Yes/No (please delete as appropriate)

| **If you do not have permission to work in the UK how do you anticipate obtaining permission to work?** |
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### Support during recruitment

**Do you have any additional needs for which we can make adjustments during the recruitment process (interviews & tests)?** Yes/No (please delete as appropriate)

| **If yes, please state details** |
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### Consent and declaration of details

By submitting this application I declare that:

* The information contained in this application form is correct.
* I have read and returned the Declaration of Criminal Offences form

### Equalities Monitoring

The Council recognises the great benefits in having a diverse workforce with different backgrounds and selects candidates solely on their ability and merits. To help us effectively monitor our recruitment processes, we also ask you to complete our equalities monitoring form. This is a confidential document used for analytical purposes only. It is not sent to the recruiting manager.

**Guidance Notes for Completing Application Forms**

**Please read through the guidelines which will help you to complete your application.**

**If you choose to fill in the Application Form (PARTS ONE AND TWO):**

* Complete all sections of the form (parts one and two).
* Always proof read before you send it.
* **Please address each item of the Person Specification under the ‘Experience, skills and other information in support of your application’ section.**

**If submitting a CV:**

* Ensure the Education and Qualifications section of your CV states grades where applicable
* Complete all of **PART TWO of the application form**
* **Ensure your supporting statement in the ‘Experience, skills and other information in support of your application’ section addresses each item of the Person Specification.**

**Please note, East Herts Council welcomes applications from diverse candidates**

* If you have a disability, you can choose to be considered under the Disability Confident Scheme which means that you will be guaranteed an interview if you meet the essential criteria on the person specification. Please state on the front of the application form if you wish to be considered under this Scheme.

**In all cases:**

* Type clearly in black ink
* The form is in word which means that boxes will expand in line with the content you add as required.
* **Please email your completed application (full applications or CV and part two of the application form) back to** [**human.resources@eastherts.gov.uk**](mailto:human.resources@eastherts.gov.uk)
* Ensure you clearly state the post you are applying for on the application form

**APPLICATION FORM - PART ONE**

RELEVANT EMPLOYMENT HISTORY – If you are not working at the present time, please give details of your most recent employment. Give full information as to your previous work including voluntary or community work, which you have done in the past (please expand this section if appropriate). Please make sure the dates are correct, in chronological order. Please state ‘reason for leaving’, please note that this may be checked.

EDUCATION & QUALIFICATIONS - Pay particular attention to qualifications gained and state the grades if applicable, including whether any degree is a pass or honours degree. Also give details of any other training including relevant specialist courses. At the conditional offer stage you will need to provide Human Resources with proof of your qualifications.

**APPLICATION FORM - PART TWO**

### EXPERIENCE, SKILLS AND OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

When completing this section of the application form (Part 2) you should address each point in the person specification. You should also consider the following:

* Applications will be assessed from the information you provide.  Therefore you need to **clearly demonstrate your capabilities in relation to each of the criteria listed in the person specification**, taking in to account the job you are applying for. As covered the box will expand to allow you to fully address the criteria listed.
* It is essential that **evidence or examples** are given of your experience against each appointment criteria.  For example it is easy to say you have had to deal with difficult customers; it is more effective to give examples of how you have used your skills and what you have achieved.
* We look for people with **potential and transferable skills** rather than just people have worked in the same role or level before.  If you are coming from a different background, demonstrate how your skills are transferable to the role you are applying for.
* Use **clear, concise sentences**.
* Don’t make false claims; **honesty** is always the best policy.
* Explain **why you are interested** in working for East Herts Council and in this job.

REFERENCES - References will be taken up at the conditional offer stage. Please ensure you provide e-mail addresses for your referees to enable for a quicker response. Please note that your first reference should be your current or most recent employer, all other reference should also be employment references (i.e. your second and third most recent employers).

If you do not have a sufficient number of employment references or have not worked before, a teacher/college tutor or other professional should be sufficient. **Personal references will not be accepted.**

You are advised to check with your referees that they are willing to act in this capacity and inform them that we will be requesting a reference so the process can be completed efficiently.

EMPLOYMENT HISTORY – **If providing a CV please ensure this section is completed (not applicable if completed in section one of the form).** Please make sure the dates are correct, in chronological order. Please state ‘reason for leaving’ and please note that this may be checked.

ADDITIONAL DATA – Please explain any gaps in employment e.g. travelling, maternity leave etc. - we would like you to explain gaps so that unfounded assumptions will not be made.

SUPPORT DURING RECRUITMENT – If you have any additional needs for which we can make adjustments during the recruitment process (interviews & tests) please advise the HR team. East Herts Council wishes to encourage people with disabilities to join its workforce. If you consider you have a disability, there are a number of ways in which we may be able to help you. Please contact a member of the HR team if you wish to discuss your requirements further.

DECLARATION – By submitting the form you are agreeing to the declarations stated on the form. Canvassing (i.e. contacting anyone involved in the appointment with a view to promoting your application) may disqualify the candidate. All information will be treated as confidential. Please contact a member of the HR team if you have any queries. Any false statements could result in dismissal.

Additional Essential Forms:

**Equalities Monitoring Form** – To ensure that our Equal Opportunities & Equality Policy is effective we need to monitor the people applying for jobs at East Herts Council, and it would be helpful if you could complete the Equalities Monitoring Form and return it with your application. We need the information to help us find out how far we are succeeding in providing equal access to our jobs. The information you provide will be treated as confidential. The form will be removed before your application is considered by the panel. It will be used for statistical monitoring only, and will not be passed to anyone involved in the recruitment decision. In terms of disability information, as a disability confident employer this information is needed so that all disabled applicants who meet the minimum (Essential) criteria for this position are offered an interview.

**Criminal Record Declaration Form *–*** Complete and sign this form and return with your application. This form is detached for HR use only whilst shortlisting is undertaken and then only shared with the recruitment panel if an applicant who has made a declaration is shortlisted. Please see the form for full details.

**Ensure you return your application in good time of the closing date – a couple of days before the deadline to allow for any delays.**