

Application for employment

Please answer all of the questions and ensure you complete the form fully. Responses should not be replaced by reference to CV. Incomplete forms will not be accepted.

Please refer to the applicant guidance notes for further information.

Job details

Job you are applying for	
Where you saw the advert	

Personal details

Title	
Surname	
Other names (in full)	
Any previous surname	

Address	
Postcode	

Home phone number	
Mobile phone number	
Email address	

Are you a car owner?	Yes		No	
Do you hold a full current UK driving licence?	Yes		No	
Driving licence categories (B, B1, B+E, C1 etc.)				
Details of any current endorsements				

When would you be available to start work?	
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Are you related to a Councillor or employee?	Yes		No	
If yes, please give details				

Do you need a permit to work in the UK?	Yes		No	
If so, do you have a permit?	Yes		No	

Education and Qualifications
(Including secondary, further and higher education)

School/College/University	Qualification/Level	Subject	Grade/Result	Date Taken

Any other additional learning
(Including CPD, First Aid, short courses etc.)

Professional memberships

Name of institution	Type of membership	Membership number	Dates

Employment

(Including self-employment, voluntary work experience etc.)

[illegible]

Any periods unaccounted for in the previous sections should be detailed below:

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References

Please give the names and contact details of all employers covering the last three years (or educational/volunteering where there has been no employer) from whom references can be sought. Referees who are relatives/friends only are not acceptable. Referees will not be contacted without your permission and only following interview.

Referee name				
Email address				
Telephone number				
Can we take up this reference after interview?	Yes		No	

Name				
Email address				
Telephone number				
Can we take up this reference after interview?	Yes		No	

Referee name				
Email address				
Telephone number				
Can we take up this reference after interview?	Yes		No	

Referee name				
Email address				
Telephone number				
Can we take up this reference after interview?	Yes		No	

Referee name				
Email address				
Telephone number				
Can we take up this reference after interview?	Yes		No	

Additional information

Personal statement

Please refer to the job description and person specification for the post and include examples of how you meet the criteria from either work or personal experience. You may also wish to describe how you are suitable for the role based on Anglia Revenues Partnership core values.

Please indicate your reasons for applying for this post.

Previous convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) provides that certain spent convictions and cautions are “protected” and need not be declared for employment purposes. Further information is available from the Disclosure and Barring Service website. Convictions and cautions that are not “protected” must be declared below.

Exception

Where the job is listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order, 1975 we require a satisfactory enhanced Disclosure and Barring Service certificate prior to employment.

You are asked to declare any convictions and cautions that will appear on the DBS certificate in accordance with our policy.

Details of convictions and cautions and cases pending

(Please state n/a if appropriate)

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Declaration

Anglia revenues partnership on behalf of the employing authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I declare that to the best of my knowledge the information given in this form is complete and accurate. I also declare that I have read and consent to the ARP Privacy Notice:

[Privacy Statement and Cookies](#)

I understand that the canvassing of any Councillor, employee or giving any false information or omitting to give information, may make me ineligible for recruitment or liable to dismissal after employment.

Signed Date

Please return your completed application to ARPHR@angliarevenues.gov.uk or alternatively send it to: Human Resources, Anglia Revenues Partnership, St Nicholas Street, Thetford, Norfolk, IP24 1BT.

Information on this part of the application will not be used for shortlisting

Monitoring Form

Anglia Revenues Partnership is committed to Equal Opportunities in employment. Designing and implementing procedures to ensure that potential and present employees are given fair and equitable treatment regardless of gender, ethnic origin, marital status, disability, sexual orientation, faith or age is part of that commitment. To help us monitor the effectiveness of these procedures it is important that you provide the information requested on this survey form.

If you have reason to believe that you have not been fairly treated, and possibly discriminated against (either directly or indirectly) during our recruitment process you should inform the Human Resources department at ARP. A full investigation will be carried out and you will be advised of the result.

All information given in this form is strictly confidential and will not be considered in any way during the recruitment process.

Job you are applying for	
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Personal details

Surname	
First name	
Date of birth	
Gender	
Nationality	

Marital status

Please tick appropriate box

Married	
Single	
Other i.e. widow(er), divorced, separated	

Health concern/Disability

Do you have a health concern or disability relevant to your employment?	Yes		No	
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Under the Equality Act 2010 you are considered disabled if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

Do you meet this definition of disability?	Yes		No	
If yes, please state nature of disability				
Would you require any specialised aids/support to enable you to attend a fair interview?	Yes		No	
If yes, please provide details				

Would you require any specialised aids/support to assist you in carrying out your duties?	Yes		No	
If yes, please provide details				

Ethnic origin

Please tick appropriate box

Asian or Asian British - Bangladeshi	
Asian or Asian British - Chinese	
Asian or Asian British - Pakistani	
Asian or Asian British – any other Asian background	
Asian or Asian British – prefer not to say	

Black, African, Caribbean or Black British – African	
Black, African, Caribbean or Black British – Caribbean	
Black, African, Caribbean or Black British – any other background	
Black, African, Caribbean or Black British – prefer not to say	
Mixed or multiple ethnic groups – White and Asian	
Mixed or multiple ethnic groups – White and Black African	
Mixed or multiple ethnic groups – White and Black Caribbean	
Mixed or multiple ethnic groups – any other background	
Mixed or multiple ethnic groups – prefer not to say	
Other ethnic group - Arab	
Other ethnic group – prefer not to say	
Prefer not to say	
White – British	
White – Gypsy or Irish Traveller	
White – White English	
White – White Irish	
White- White Northern Irish	
White – White Scottish	
White – White Welsh	
White – any other white background	
White – prefer not to say	
Any other ethnic group -	

Thank you for taking the time to help in our monitoring process.