

Fenland Hall, County Road  
March, Cambs. PE15 8NQ  
Tel: (01354) 654321  
recruitment@fenland.gov.uk

## APPLICATION FOR EMPLOYMENT

Position applied for: .....

If hand written please complete this form in **black ink** and return to the above address

### Personal details:

FIRST NAME(S) IN FULL	LAST NAME
HOME ADDRESS IN FULL	ADDRESS FOR CORRESPONDENCE (IF DIFFERENT)
POSTCODE	POSTCODE
EMAIL ADDRESS	MOBILE NO.
TELEPHONE NO. (incl area code) HOME	TELEPHONE NO. (incl area code) BUSINESS
DO YOU HOLD A VALID CURRENT DRIVING LICENCE (cross box if yes) <input type="checkbox"/>	DO YOU OWN A CAR (cross box if yes) <input type="checkbox"/>

### Current / last employment

NAME AND ADDRESS OF EMPLOYER	POSITION HELD
	DATE OF APPOINTMENT
	CURRENT SALARY per annum - £
	NOTICE PERIOD -
BRIEF SUMMARY OF YOUR RESPONSIBILITIES	

## Previous appointments (most recent first)

From	To	Employer	Position held	Salary on leaving	Reason for leaving

## Education and qualifications

Name of education provider	Examinations passed (subject / level / grade)
<b>SECONDARY SCHOOLS</b>	
<b>FURTHER/HIGHER EDUCATION</b>	
<b>OTHER COURSES</b> (including part-time education and correspondence courses) leading to recognised qualification	

## Statement in support of application (please read these instructions carefully)

**Please do not include a CV**

Candidates should describe below how they meet each of the requirements on the person specification and give examples to demonstrate this. If you have gained knowledge and experience from outside paid employment you can refer to this in your statement. Please attach additional sheets if necessary however please keep this statement to no more than 4 sides of A4. Please indicate your name and the position you are applying for clearly on each additional sheet.

What appeals to you about this position?

Why do you want to work at Fenland District Council?

## Additional information

National Insurance Number	
Do you have any restrictions on taking up employment in the UK?	(if yes please answer the following questions)
Do you require a work permit to be employed in this country?	
If you possess a work permit please give details	
Is there any reason why you may not be suitable to work with children or vulnerable adults? Fenland District Council is committed to safeguarding children and vulnerable adults and we undertake Criminal Record Bureau checks for relevant posts.	
Have there ever been any Child Protection concerns/ investigations about you in the past?	

## References

Please provide the names and **full** addresses of two referees whom we can approach for a reference. One must be your present or most recent employer and the second a previous employer or similar. **Providing an email address for your referees may speed up the recruitment process.**

References for successful candidates are normally taken up after interview.

<b>Reference 1</b> name and address <input type="checkbox"/>	<b>Reference 2</b> name and address <input type="checkbox"/>
E-mail	E-mail
Tel No.	Tel No.
Relationship to yourself	Relationship to yourself

## Canvassing

Canvassing of members of the Council or any Committee or appointing officer, directly or indirectly, for any appointment or employment under the Council shall disqualify the candidate for such appointment.

If to your knowledge you are related to any Councillor or employee of Fenland District Council, please state:

NAME OF COUNCILLOR OR EMPLOYEE	RELATIONSHIP
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## Declaration

I certify that this application is true, complete and correct to the best of my knowledge and belief. I understand and acknowledge that any false statement knowingly made or the withholding of any relevant information may result in the withdrawal of any offer of appointment or the termination of employment as appropriate.

SIGNATURE	DATE
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**Once completed, please email this form to [Recruitment@fenland.gov.uk](mailto:Recruitment@fenland.gov.uk) or post to - Human Resources, Fenland District Council, Fenland Hall, March, Cambs. PE15 8NQ**

## Recruitment & selection monitoring

Fenland District Council welcomes the wide diversity in our society; however we recognise the disadvantage many people could face because of their sex, race, colour, age, marital status, religious beliefs, sexual orientation or disability. We are therefore, committed to the principle of equality of opportunity in employment, training and service delivery. We strive to achieve the objectives of equal opportunities in all areas of our work.

Our aim is to ensure that no job applicant, employee or service user will receive less favourable treatment on the grounds of sex, race, colour, age, marital status, religion, sexual orientation or disability.

### Monitoring

In order to ensure we are meeting our equal opportunity objectives please could you complete the questions below. This information is confidential and does not form part of your application. **The information provided will not be taken into account when making the appointment and will not form part of the information used in the recruitment process.**

Post applied for			
FIRST NAME(S) IN FULL	LAST NAME (block letters)		
Date of Birth:	Sex (cross the appropriate box) Male <input type="checkbox"/> Female <input type="checkbox"/>		
Marital Status (cross the appropriate box) Single <input type="checkbox"/> Married <input type="checkbox"/>			

**Ethnic origin:** (Please choose one column and then cross the appropriate box or complete the "other" option)

Description	Tick	Description	Tick	Description	Tick
<b><u>White</u></b>		<b><u>Black or Black British</u></b>		Any other Asian background - please specify below**	<input type="checkbox"/>
British	<input type="checkbox"/>	African	<input type="checkbox"/>	<b><u>Dual or Multiple Heritage</u></b>	
Irish	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>
Romany	<input type="checkbox"/>	Any other Black background - please specify below**	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>
Irish Traveller	<input type="checkbox"/>	<b><u>Asian or Asian British</u></b>		White & Black Caribbean	<input type="checkbox"/>
Any other White background - please specify below **	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any other dual/multiple heritage - please specify below**	<input type="checkbox"/>
<b><u>Chinese</u></b>		Indian	<input type="checkbox"/>		
Chinese	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Other Ethnic Origin - please specify below**	<input type="checkbox"/>

**\*\*Please give details:**

## Religion or Belief

What is your Religion or Belief? Please cross the relevant box.  
If you choose 'other', please add further details in the space provided.

Description	Tick	Description	Tick
None	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Any other religion / belief – please add details below	<input type="checkbox"/>
<i>Please give details:</i>			

Do you consider yourself to have a disability? (cross the appropriate box) Yes  No

If yes, please give details of your disability and any special needs or adaptation you would require to attend an interview.

## Sexuality

Description	Tick	Description	Tick
Heterosexual	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>	Lesbian	<input type="checkbox"/>
Other, please specify	<input type="checkbox"/>		

Please tell us where you heard about this vacancy:

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**REHABILITATION OF OFFENDERS ACT 1974**

Under the Rehabilitation of Offenders Act 1974 we as prospective employers are entitled to ask if applicants have any convictions for criminal offences.

You are requested to detail below any convictions that you have, including motoring offences, except where these convictions have become spent.

A spent conviction need not be disclosed on this form or at interview except where the application is for work in one of the following areas, in which case all convictions must be disclosed:-

- Solicitor or “Approved Legal Services Body Manager”
- Chartered or certified accountant
- Any employment in the following establishments:-
- Sports or Leisure Centre Facilities, Community Centres, Hostel for the Homeless, Shelter Housing Accommodation, Group Home Schemes.

Guidelines on spent convictions are provided within the application guidance notes.

**Details of Convictions**

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Signed

Date

.....

.....

Print Name

(Please return with Application Form)

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