

JOB APPLICATION FORM

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

All information is given and treated in confidence

Job you are applying for

Employing Authority

Where you saw the job advertised

PERSONAL DETAILS

| | |
|------------------------|---|
| Title: | Forenames: |
| Surname: | Any previous surname: |
| Address: | Home phone no: |
| | Work phone no: |
| | Mobile phone no: |
| | Preferred method of contact during office hours: |
| E-mail address: | |

Do you hold a full current UK driving licence? YES / NO

Are you a car owner? YES / NO

Please give details of any current endorsements on your driving licence

When would you be available to start work?

Are you related to any Councillor or employee of the employing authority that you are applying for?
YES / NO

If yes, please give details

Are you required to have a permit to work in the UK? YES / NO

If so, do you have a permit? YES / NO

REFERENCES

Please give the names, email addresses and/or telephone numbers of all employers covering the last 3 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. Please include any additional details on a separate sheet.

| | |
|--|--|
| Name: | Name: |
| Organisation: | Organisation: |
| Telephone no: | Telephone no: |
| E-mail address (preferred): | E-mail address (preferred): |
| Occupation/Relationship to you: | Occupation/Relationship to you: |
| May we ask for this reference after interview? YES / NO | May we ask for this reference after interview? YES / NO |

| | |
|--|--|
| Name: | Name: |
| Organisation: | Organisation: |
| Telephone no: | Telephone no: |
| E-mail address (preferred): | E-mail address (preferred): |
| Occupation/Relationship to you: | Occupation/Relationship to you: |
| May we ask for this reference after interview? YES / NO | May we ask for this reference after interview? YES / NO |

| | |
|--|--|
| Name: | Name: |
| Organisation: | Organisation: |
| Telephone no: | Telephone no: |
| E-mail address (preferred): | E-mail address (preferred): |
| Occupation/Relationship to you: | Occupation/Relationship to you: |
| May we ask for this reference after interview? YES / NO | May we ask for this reference after interview? YES / NO |

| | |
|------------|---------------------------------|
| Job Title: | Applicant Number (HR use only): |
| | |

EDUCATION & QUALIFICATIONS

If successful, you will be asked to provide evidence of relevant qualifications

SECONDARY EDUCATION
(e.g. GCE, GCSE, OCR/RSA etc.)

| School | Qualification/Level | Subject | Results/Grade | Date obtained |
|--------|---------------------|---------|---------------|---------------|
| | | | | |

FURTHER & HIGHER EDUCATION
(e.g. Degree, BTEC, NVQ etc.)

| College/University | Qualification/Level | Subject | Results/Grade | Date obtained |
|--------------------|---------------------|---------|---------------|---------------|
| | | | | |

OTHER TRAINING OR COURSES
(e.g. short courses, first aid, time management etc.)

| Course | Provider | Dates | Qualification achieved (if any) |
|--------|----------|-------|---------------------------------|
| | | | |

EMPLOYMENT DETAILS

Please include details of all employment, including self-employment, voluntary and work experience

PRESENT EMPLOYMENT

| | |
|------------|--------------------------|
| Employer: | Dates (from – to): |
| Job title: | Salary (or hourly rate): |
| Address: | Notice period: |
| | Reason for leaving: |

Please give a brief description of your duties:

PREVIOUS EMPLOYMENT *(most recent first)*

| Employer and location | Job title and brief description | Dates (from – to) | Salary (or hourly rate) and reason for leaving |
|-----------------------|---------------------------------|-------------------|--|
| | | | |

Any periods which are unaccounted for in previous sections should be detailed here:

HOW I MEET THE PERSON SPECIFICATION FOR THIS POST

Please give examples of how you believe you can meet the criteria set out in the person specification. Your statement should include how your skills, experience and person attributes would enable you to undertake the role. You can do this by examples of work related experiences (this may be paid employment or voluntary etc.) or other general life experiences which are relevant.

Experience

Knowledge

Skills

Personal Attributes

HOW I MEET THE CORE VALUES FOR THIS POST

Please give examples of how you believe you can meet the criteria set out in the Values and Behaviours.

Efficient and Excellent

Positive Engagement

Respect and Integrity

Taking Pride

Thinking Dynamically



MY REASONS FOR APPLYING FOR THIS POST ARE:

Please indicate your reasons for applying for this post.

PREVIOUS CONVICTIONS: Please note that should your job role require a Disclosure Scotland or Disclosure and Barring Service (DBS) check you will be required to complete the relevant application on commencement of employment.

DECLARATIONS:

In the interests of protecting public funds, information provided in this application may be used to detect or prevent fraud. This information may also be shared 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 understand that providing any false information or withholding any relevant information may result in the withdrawal of any offer of appointment or the termination of employment as appropriate.

By submitting this form, I understand that any information given on this form and associated recruitment forms including equal opportunities monitoring form, rehabilitation of offenders form and pre-employment medical forms, which may be completed as a later date, may be verified with referees or other external appropriate bodies and hereby give explicit consent to this and the release of any documents from a third party.

I also declare that I consent to my personal information being processed and stored in line with GDPR for the employing authorities within the Anglia Revenues Partnership.

Print Name: _____

Signed: _____

Date: _____

Please return your completed application form to: recruitment@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

EQUAL OPPORTUNITIES MONITORING FORM

Anglia Revenues Partnership is committed to Equal Opportunities in employment and opposes all forms of unlawful or unfair discrimination.

The information provided on this form will be used for equal opportunities monitoring purposes. Procedures have been designed and implemented 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. To help us monitor the effectiveness of these procedures it is important that you provide the information requested on this survey form.

Job you are applying for

Name

Date of birth

Please tick the appropriate box

SEX

| | |
|-------------|--|
| Female | |
| Male | |
| Transgender | |

MARITAL STATUS

| | |
|---|--|
| Married | |
| Single | |
| Other (e.g. widow/widower/divorced/separated) | |

ETHNIC ORIGIN

What is your ethnic group?

| | |
|--|--|
| Asian or Asian British - Bangladeshi | |
| Asian or Asian British - Indian | |
| Asian or Asian British - Pakistani | |
| Asian or Asian British – any other Asian | |
| Black or Black British - Caribbean | |
| Black or Black British - any other Black | |
| Mixed – White and Asian | |
| Mixed – White and Black African | |
| Mixed – White and Black Caribbean | |
| Mixed – any other Mixed | |
| White – British | |
| White- Irish | |
| White – any other White | |
| Other ethnic group – Chinese | |
| Other | |

DISABILITY

Do you have a health concern or disability relevant to your employment? YES / NO

A disability is defined by the Disability Discrimination Act as follows: *'a person has a disability for the purpose of this Act if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities'*.

Do you meet this definition of disability? YES / NO

Nature of disability

| |
|--|
| |
|--|

Would you require any specialised aids/support to enable you to attend a fair interview?

| |
|--|
| |
|--|

FAITH

What is your faith/religion/belief?

| | |
|-------------|--|
| Atheist | |
| Buddhist | |
| Christian | |
| Hindu | |
| Jewish | |
| Muslim | |
| Sikh | |
| No religion | |
| Other | |

SEXUAL ORIENTATION

What is your sexual orientation?

| | |
|--------------|--|
| Bisexual | |
| Lesbian | |
| Gay | |
| Heterosexual | |

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