



# Job Application Form

Continuation sheets may be attached.

Please complete in black ink or type to help with photocopying for the Selection Panel.

If you require any help in completing this form, or have any queries about filling it in, please do not hesitate to contact Human Resources 01653 600666 ext 350.

Application for the post of:
Section or post number:
What source attracted your attention to the post?
Please indicate if you applying to work on a job share basis: <input type="checkbox"/>
Consideration will be given to those wishing to work a non standard working pattern. If you are interested in applying on this basis, please outline below:

## ***Personal Details***

Surname:		Initials:	
National Insurance Number:			
Address:		Home Telephone:	
		Daytime Telephone:	
		Mobile:	
		E-Mail Address:	
Post Code:		May we contact you discreetly at work? Yes No	

## ***Present/Last Employer***

Job Title:	Current/Last Salary:
Date Started:	Date Left (if applicable):
Name and Address of Employer:	Reasons for leaving/wanting to leave:

Notice required:
Outline of Duties:

**Education/Training/Qualifications (most recent first)**

School/ College/University	Dates		Qualifications	Level/Grade	Date of Exams
	From	To	Taken / To Be Taken		

**Relevant In-House Training/Learning**

Course / Event Details	Duration	Approx. Date

Membership of Professional Bodies:

**Previous Employment (permanent, temporary & voluntary - most recent first)**

Employer	From	To	Position Held	Reason For Leaving

Please outline your reasons for applying for this position and give details of any work experience, voluntary work and the skills or competencies you have gained, which will support your application.

*(Continue on a separate sheet if necessary)*

## Declarations

Statement as to general health:			
<i>Note: Successful candidates will be required to disclose their full medical history and may be subject to a medical examination.</i>			
If you have a disability are there any arrangements which we can make for you, if you are called to interview and/or a work based exercise?		Yes	No
If Yes, please specify (eg ground floor venue etc.):			
Do you hold a current, valid driving licence?		Yes	No
If Yes, what type?	Motorcycle	Car	LGV
Do you have use of a vehicle during work hours?		Yes	No
Are you related to any Councillor or Officer of Ryedale District Council?		Yes	No
If yes, please give the name and relationship - this is to ensure that they are not involved in the selection process:			
<i>Note: Canvassing of Councillors or employees of the Authority for this post, will lead to disqualification.</i>			

## References

*Internal candidates need not complete this section of the form.*

Please provide details of two referees, not relatives, of whom one should be your line manager in your present organisation (or last organisation if not presently employed), or for applicants leaving full time education, Head of the School, College etc.	
Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
In what capacity do you know the above?	In what capacity do you know the above?
May we approach this referee before interview?      Yes      No	May we approach this referee before interview?      Yes      No
The information given is true and accurate to the best of my knowledge and belief.	<p>Please return this form to:</p> <p><b>Human Resources</b>  <b>Ryedale District Council</b>  <b>Ryedale House</b>  <b>Malton</b>  <b>North Yorkshire YO17 7HH</b>  <b>or e-mail - hr@ryedale.gov.uk</b></p>
Signed:	
Dated:	





## Ryedale District Council's Fairness in Employment Monitoring Sheet

### **What are we aiming to achieve?**

Ryedale District Council is committed to achieving fairness and equality in employment. The aim of our policy is to ensure that no employee, or potential employee, receives less favourable treatment or is disadvantaged on the grounds of disability, race, colour, nationality or ethnic origin, sex, marital status, age, sexual orientation, religious belief or any other unjustifiable cause not specified.

### **What is the form used for?**

Our recruitment, selection and promotion procedures will be regularly reviewed to ensure that individuals are treated on their merits and abilities. To help us to achieve this, we are asking you to complete the form overleaf and return it with your application. The information that you give us will be used to assess the effectiveness of our procedures and to plan future initiatives. It will not be used for any other purpose. The form will be separated as soon as it is received and it will not be passed on to anyone involved in the short-listing or interviewing for the post of which you are applying. The information given to us is used for statistical purposes only and you will not be identifiable in the process.

### **What information are we asking for?**

We are asking for a certain amount of personal information about you. Some of this information is to help us ensure that our policies and procedures do not discriminate. Examples are your race, your gender, your age, whether or not you consider you are disabled. We use this information to check to what extent the people who apply to us for jobs, or who get jobs with us, are representative of the local population. This in turn helps us to judge whether our recruitment processes are fair and equally open to everyone regardless of their background.

### **Data Protection Act 1998**

Please be aware that your personal details contained in this application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties.

- Survey and research organisation
- Organisations that monitor the improper use of public funds
- Local government authorities
- Central government authorities
- Law enforcement authorities

Application forms of unsuccessful candidates will be destroyed six months after the date the post was appointed to.