

TRAINING AND DEVELOPMENT (Relevant courses attended)

Course/Programme Title	Organising Body	Duration

PREVIOUS APPOINTMENTS (Last appointment first) Continue on separate sheet if necessary

Name and address of Employer	Job Title	Month/Year		Reason for leaving
		From	To	

HEALTH/MEDICAL HISTORY

Please state (with dates) if you have had a serious illnesses or operation.

Please state the number of working days absent due to illness in the last 12 months

Please state the number of periods of absence due to illness in the last 12 months

Additional Information. (Please read the Guidance Notes before completing this section)

Describe the main activities of your present or most recent job, together with some indication of your achievements. In addition, reasons why you would like to change jobs and why you have applied for this job would be helpful.

If you are not employed or you are a school/college leaver, state any experience or achievements that you feel are relevant, possibly voluntary, part time or project work.

CONVICTIONS

If you have ever been convicted of a criminal offence please read the enclosed sheet, and complete if applicable.

Do you own a car? Yes/No

Do you hold a full driving licence? Yes/No

Canvassing of members or officials of Braintree District Council either directly or indirectly will disqualify the candidate. Are you to your knowledge related to any member of staff or elected member of Braintree District Council? Yes/No

REFERENCES: Give names and addresses of 2 people (not relatives) to whom reference may be made. At least one should be your present or most recent employer.

(I) (II)

Telephone Number:

Occupation:

Telephone Number:

Occupation:

(If you do not want a reference taken up at this stage please put 'X' in the appropriate box)

DATA PROTECTION ACT 1988

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application, to be held on computer systems for one year in accordance with the Data Protection Act 1988.

Thank you for completing this application form. Please return to:

**PERSONNEL SERVICES
BRAINTREE DISTRICT COUNCIL
CAUSEWAY HOUSE
BOCKING END
BRAINTREE
ESSEX CM7 9HB**

This information can be made available in large print, on tape, in Braille, on CD Rom or in an alternative language by contacting 01376 557719 or email personnel@braintree.gov.uk

DECLARATION

To the best of my knowledge all the particulars I have given are true. I understand that any false statement may disqualify me from employment or make me liable for dismissal.

Date:

Signed:

Braintree District Council is an Equal Opportunities Employer. It is important that present and potential employees are treated fairly and equitably in employment, in accordance with our equal opportunities policy (enclosed).

In order to monitor the effectiveness and success of this policy, it is important that you complete the questionnaire below. The details given in this form are confidential and will not be considered in any way during the appointment process.

1. **SURNAME:**

OTHER NAMES IN FULL:

DATE OF BIRTH: **AGE:**.....

POSITION APPLIED FOR:

2. **Please state in which publication or newspaper you saw the advertisement for this job.**
.....

Please tick the appropriate box.

3. **SEX**

Female Male

4. **DISABILITY**

Do you consider yourself to have a disability?

YES NO

(The Disability Discrimination Act 1995 defines a disability as follows: A person has a disability if he/she has a physical or mental impairment which has a substantial and long term adverse affect on his/her ability to carry out day to day activities)

5. **MARITAL STATUS**

Single

Married

Others (including widowed, divorced and separated)

6. **ETHNIC ORIGIN**

I would describe my ethnic origin as:

White

- British
- Irish
- Any Other White background (*please specify*).....

Mixed

- White/Black Caribbean
- White/Black African
- White/Asian
- Any other Mixed background (*please specify*).....

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (*please specify*).....

Black or Black British

- Caribbean
- African
- Any other Black background (*please specify*).....

Chinese or other ethnic group

- Chinese
- Any other (*please specify*).....

Confidential



Disclosure of Criminal Convictions - Rehabilitation of Offenders Act 1974.

Under the Rehabilitation of Offenders Act, after a certain period of time candidates need not give information regarding criminal convictions to prospective employers if they can be regarded as spent under the Act. Information is required only of convictions which occurred within the following periods commencing with the date sentence was passed UNLESS the post is **Exempt** (See Job Description) when **ALL** convictions must be declared.

	Period	Details (write "none" if none)
Sentence of imprisonment of 2 ¹ / ₂ years plus.	Always notified	
Sentence of imprisonment between 6 months and 2 ¹ / ₂ years.	10 years	
Sentence of imprisonment of 6 months or less.	7 years	
Sentence of Borstal Training.	7 years	
Absolute Discharge.	6 months	
Probation Order, Conditional Discharge	1 year	
Fine or Community Service.	5 years	
A Sentence of Cashiering, discharge with ignominy or dismissal from Her Majesty's Service.	10 years	
A sentence of dismissal from Her Majesty's Service.	7 years	

Do you have any outstanding charges against you? YES/NO

Please give details of any endorsements on your driving licence.

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Declaration

I declare that the information given on this form is, to the best of my knowledge correct.

Name Signed Date

Failure to disclose Criminal Convictions may, in the event of employment, result in dismissal.

Please return with your completed application form.