MID DEVON DISTRICT COUNCIL

APPLICATION FORM

Thank you for considering working for us. We want to choose the best person for the job, regardless of their sex, race, disability, sexuality, religion, belief or age. To assist us in our recruitment process we will only request information that relates to the job and demonstrates your knowledge and skills which will enable you to carry out the job. We will only request qualifications, experience or skills if these are relevant to the job on offer and if you would need them to be successful in the role.

We will ask you to provide details of your employment and qualifications only so we can confirm your work history, we do not use this information for any other purposes. Successful applicants need to provide a minimum of 3 year history. Any offer of employment is subject to satisfactory pre-employment checks.

As an organisation we value the experience you have gained at work and in other situations, and we encourage you to support your application with examples demonstrating the skills, experience and qualifications required to carry out the job.

PART A of this form asks you for personal information. We use this information to contact you and provide any extra support required to enable you to attend an interview.

PART B of this form is to decide whether you meet the requirements of the job and whether we want to interview you. This part of the form asks you to provide information about your past employment, experience, qualifications and skills. ***When you fill in this part of the form, you should link your answers to the person specification, which gives details of what skills, experience and qualifications you need to be able to carry out the job. This can be found within the job description***. Should you not provide us with enough information on how you meet the requirements of the person specification, we may not be able to select you for interview. We do not accept C.V.'s, however you may wish to add additional information onto a separate sheet of paper (such as additional referees to cover the 3 year history).

PART C of this form is for the monitoring equality, diversity and inclusion. This section of the application form is removed from the recruitment process and is not seen by anyone involved in deciding if you meet the requirements of the job.

Please complete the application form in black ink or use a black font. This is because we may need to photocopy the form.

All appointments are subject to the receipt of satisfactory DBS disclosure, right to work check and references. A criminal record will not automatically stop you getting the job but we will consider the nature of the offence when assessing how suitable you are for the job.

If you need this form in another format, (in large print, on audio tape and so on), please phone People Services at Phoenix House on 01884 234300 or email opportunities@middevon.gov.uk

We look forward to receiving your application.

***When completing this form on some devices it may only allow you to complete one type of entry at a time (e.g. text boxes or tick boxes) so you may need to 'click out' of the type you are doing to be able to fill out others.**

APPLICATION FORM
PART A

Vacancy:

Vacancy Name (Post Title)	
Vacancy Number	
Post Number	

Personal Details:

Surname	
Forename(s)	
Mr/Mrs/Miss/Ms /other	
Date of Birth	
Email Address	
Email as main form of contact?	Yes: ◯ No: ◯
Home Telephone Number	
Mobile Telephone Number	
Home Address	
Post Code	

Right to Work in the UK:

Are you eligible to work in the UK?	Yes: ◯ No: ◯
Do you require a work permit?	Yes: ◯ No: ◯
If yes, when does it expire?	

National Insurance:

NI Number	

Employment History Check – We are required to check for 3 years employment history which forms part of our pre-employment checks.
Please provide names, addresses and occupations of two persons we can approach.
One of these should be your existing or most recent employer, (Principal/Head teacher if leaving full-time education).

We will only take up checks for the successful applicant. Failure to provide accurate information will delay any checks being completed.

Referee 1		**Referee 2**	
Name		Name	
Address		Address	
Post Code		Post Code	
Telephone Number		Telephone Number	
Job Title		Job Title	
Email Address		Email Address	

Employer Commitments:

As part of our commitment to Equality, Diversity and Inclusion, we guarantee that we will interview every applicant that meets the essential criteria for a job application who: • Has a disability • Is a Mid Devon care leaver who is up to the age of 25	
Do you have a disability?	Yes: ◯ No: ◯
Are you a care leaver?	Yes: ◯ No: ◯
Would you need us to make any specific arrangements if we invited you for an interview, for example providing a sign language interpreter or ground floor interview room?	
Yes: ◯ No: ◯	
If 'yes', please provide further details	
Do you require any modifications or adaptations to your workplace/ workstation for health or other reasons?	
Yes: ◯ No: ◯	
If 'yes', please provide further details	

Criminal Convictions:

Have you ever been convicted of a criminal offence? (Do not include spent convictions, which are convictions you do not normally have to mention when applying for a job. A prison sentence of more than four years can never become spent) or are there any proceedings pending against you?	
Yes: ◯ No: ◯	
If 'yes', please provide further details	
Note: Upon an offer of employment a Disclosure and Barring Service (DBS) check will be completed. The level of DBS check will vary subject to the role.	

Relationships:

Are you, your partner or family related to any Elected Member or Employee of Mid Devon District Council?	
Yes: ◯ No: ◯	
If 'yes', please provide further details	
Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your Mid Devon District Council employment?	
Note: If you fail to disclose this information this may disqualify you from the job.	

Data Protection:

Information from this application may be processed manually or by computer for purposes notified by Mid Devon District Council under the data protection legislation. Individuals have the right of access to personal information concerning them.

This information will be disclosed only to those persons authorised to see it, will be used for the selection process; and for successful candidates will be retained on their personnel file, used for payroll, People Services administration and statistical purposes, and may be disclosed to government departments where there is a legal obligation to do so. Applications from unsuccessful candidates will be destroyed after six months.

Declaration:

I declare that to the best of my knowledge the information supplied for this application is correct. I understand that any false statements will result in the rejection of my application or, if I have been appointed, dismissal from the Council's service. Signed: Date:
If you have any queries concerning the completion of this form, please contact People Services by telephone on **01884 234300** **People Services, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton, Devon, EX16 6PP**

YOU ARE ENCOURAGED TO SHARE YOUR APPLICATION AS AN EMAIL ATTACHMENT TO OPPORTUNITIES@MIDDEVON.GOV.UK IF HOWEVER YOU OPT TO POST YOUR APPLICATION, YOU ARE ENCOURAGED TO EMAIL OPPORTUNITIES@MIDDEVON.GOV.UK TO STATE THE DATE YOU HAVE POSTED YOUR APPLICATION IN ORDER FOR THE PEOPLE SERVICES DEPARTMENT TO BE AWARE OF ITS PENDING ARRIVAL. PLEASE MARK ANY POSTED APPLICATIONS FOR THE ATTENTION OF PEOPLE SERVICES.

PART B

Education, Training and Qualifications

Please provide details of all secondary and further education you have received.

Duration of attendance		School/College	Subject(s) studied	Qualifications/Grade
From	To			

Additional Vocational Training

Please give details of any training you have received, which is relevant to the job you are applying for. Examples could include: short courses, skills training, external awards/activities, seminars, conferences etc.

Subject(s)	Training Provider	Dates	
		From	To

Membership of Professional/Technical Bodies

Please list any professional organisations you are a member of which is relevant to the job you are applying for.

Professional Body/Trade Association	Membership Status	Period of membership

Driving Licences - Please only complete if driving is a requirement of the duties (See Person Specification):

Do you have the use of a vehicle?	**Yes**	◯	**No**	◯
Do you have a full, current driving licence?	**Yes**	◯	**No**	◯

Please give details of endorsements on your licence and any current proceedings pending in respect of driving offences:

Your Current job

Please tell us about your current job (if you are not currently employed, go to the next question).

Employer's Name and Address	
Position Held	
Employment Start Date	
Main Duties	
Reason for Leaving	
Notice Period	
Current Salary	

Previous Jobs

Please tell us about your previous employment. Start with the most recent and work backwards. Please show and explain any gaps in your employment history. (Continue on another sheet if you need to).

Employer's name and address	Position Held	Dates		Reason for Leaving
		From	To	

Skills, Knowledge and Experience

Each section below refers to the categories on our person specification table in the job description. Please read the job description before completing this.

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. Tell us about things you are/were responsible for and what you achieved.

You need to give specific examples of how you meet each requirement, for example, if one of the requirements is to demonstrate initiative give examples from paid or voluntary work or from your home life of how you have used your initiative to get things done.

Additional pages are included at the end of the application form if necessary. If you do not provide sufficient evidence, your application may be unsuccessful.

Qualifications and Experience:

Knowledge & Expertise:

Skills:

Personal Attributes:

Special Requirements:

Part C

Monitoring for Equality, Diversity and Inclusion

Name:	
Vacancy Name	
Vacancy Number	
Post Number	

Mid Devon District Council believes in valuing diversity. We aim to have a workforce that reflects the different customers we have and would welcome and encourage applications regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex. To measure our performance in meeting this aim, we collect information from people applying for jobs. We separate this part of your application from the rest of your application form but will inform your employment record if you are offered and take up employment with us. The information you give is confidential and will not be seen by anyone involved in the recruitment process. It will not affect our decision on your application.

We would appreciate your involvement in completing this section of the monitoring form to ensure that our recruitment and selection practices are fair, equitable and consistent with the aim of appointing the best person for the job, and fulfilling statutory duties relevant to equality in employment.

Please provide details about yourself by ticking the relevant boxes

Legal Sex	Select
Male	○
Female	○

Gender Identity	Select
Female	○
Male	○
Prefer not to answer	○
Prefer to self-describe	○
Self-describe gender identity……	

Is the gender you identify with the same as your sex registered at birth?	Select
Yes	○
No	○
Prefer not to say	○

Marital Status	Select
Divorced	○
Formerly civil partnership now dissolved	○
In a registered civil partnership	○
Married	○
Never married or in a civil partnership	○
Prefer not to say	○
Separated but legally civil partnership	○
Separated but still legally married	○
Surviving partner from civil partnership	○
Widowed	○

Ethnic Group	Select
White – English, Welsh, Scottish, Northern Irish or British	○
White - Irish	○
White – Gypsy or Irish Traveller	○
White – Any other White background	○
Mixed or multiple ethnic groups – White and Black Caribbean	○
Mixed or multiple ethnic groups – White and Black African	○
Mixed or multiple ethnic groups – White and Asian	○
Mixed or multiple ethnic groups – Any other mixed or multiple ethnic background	○
Asian or Asian British – Indian	○
Asian or Asian British – Pakistani	○
Asian or Asian British – Bangladeshi	○
Asian or Asian British - Chinese	○
Asian or Asian British – Any other Asian background	○
Black, Africa, Caribbean or Black British – African	○
Black, Africa, Caribbean or Black British – Caribbean	○
Black, Africa, Caribbean or Black British – Any other Black, African, or Caribbean background	○
Arab	○
Other ethnic group ……	○
Prefer not to say	○

Religion	Select
No religion	○
Buddhist	○
Christian	○
Hindu	○
Jewish	○
Muslim	○
Sikh	○
Any other religion……	○
Prefer not to say	○

Sexual Orientation	Tick ✓
Heterosexual or straight	○
Gay or lesbian	○
Bisexual	○
Other……....	○
Prefer not to say	○

Do you have any physical or mental health conditions or illness lasting or expected to last 12 months or more?	Tick ✓
Yes	○
No	○
Prefer not to say	○

If yes, do any of your conditions or illnesses reduce your ability to carry out day to day activities?	Tick ✓
Yes, a lot	○
Yes, a little	○
Not at all	○
Prefer not to say	○

Age	Tick ✓
Under 18	○
18 – 24	○
25 – 34	○
35 – 44	○
45 – 54	○
54 – 64	○
64 - 74	○
75+	○

Thank you for completing this monitoring form.

Additional Page 1

Additional Page 2