

APPLICATION FORM

All personal information supplied on this form will be treated as **STRICTLY CONFIDENTIAL**



Your application must include an up to date copy of your CV explaining any gaps in employment.

All information supplied to Allerdale Borough Council will be verified and, if any information is omitted, either accidentally or intentionally or, if any information given is misleading or incorrect, then your application will be delayed or rejected.

Data Protection

The information you supply on the application form will be used to assess your suitability for the post applied for (or another relevant post). These details will only be disclosed to those persons involved in the selection process or Personnel administration.

Allerdale Borough Council will retain the forms of unsuccessful applicants for 6 months – in accordance with current guidance.

Should you be successful, certain details from this form may be checked, and data matched to help prevent fraud. Some of the information will be entered into the Personnel Computer System, which will allow Allerdale Borough Council to administer your employment. This form will then be placed into your Personnel file, and retained until after you complete your employment with Allerdale Borough Council – for as long as legislation dictates.

By signing and completing this form you are agreeing to the Council using the information you provide as outlined above.

Please be assured that Allerdale Borough Council will protect your information, and treat it as confidential at all times.

If you have any difficulties in completing this form, please contact the Human Resources Department human.resources@allerdale.gov.uk

Position applying for:	
Post Number:	
Where did you see the position advertised:	

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1. Personal Details

Title	
Surname	
Forename(s)	
If a member of a professional body the name by which you are registered	
Permanent address and postcode:	
Address for correspondence (if different):	
Home Telephone Number	
Mobile Telephone Number	
Work Telephone Number:	
Email Address	
Preferred contact method	
By advising the company of your contact information, you are giving your consent for the company to use these methods of communicating with you.	
UK National Insurance Number	
Do you hold a full UK driving Licence? <i>Please provide details of any endorsements.</i>	
What date is your licence valid	

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from and what date does it expire?	
Do you have access to a car for work?	

2. Eligibility to work in the UK

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have answered "no" above, you must answer these questions:
Please select the category that relates to your current immigration status. This status will be subject to checking before interview.
<input type="checkbox"/> Tier 1/HSMP <input type="checkbox"/> Indefinite Leave to remain/enter
<input type="checkbox"/> Tier 2/HSMP <input type="checkbox"/> Dependant / Spouse Visa
<input type="checkbox"/> Tier 4 Student <input type="checkbox"/> Tier 5 Temporary Workers
<input type="checkbox"/> Tier 5 Youth Mobility/working holiday visa <input type="checkbox"/> Refugee
<input type="checkbox"/> Visitor

3. Further Education Achievements and Professional Qualifications

Please include all qualifications. Please also indicate subjects currently being studied. Please note that relevant checks may be taken.			
Subject/Qualification	Place of Study	Grade/Result	Year Obtained

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4. References

Please provide the names and full contact details of the people who have agreed to supply references. References should include the most recent employer and may include periods of education.

Referee 1

Type of Reference	<input type="checkbox"/> Employer	<input type="checkbox"/> Educational
Title		
Surname		
Forename		
Job Title		
Full address		
Telephone		
Email		
Number of years known		
Do you give consent for us to contact them?		

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Referee 2

Type of Reference	<input type="checkbox"/> Employer	<input type="checkbox"/> Educational
Title		
Surname		
Forename		
Job Title		
Full address		
Telephone		
Email		
Number of years known		
Do you give consent for us to contact them?		

5. Relationships

Are you related to any Councillor or Officer of this Council or the partner of such persons?

YES / NO (delete as necessary)

If YES, please give details (e.g. name, position held, relationship)

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6. Rehabilitation of Offenders

Have you any convictions which are not regarded as “spent” under the Rehabilitation of Offenders Act 1974?

YES / NO (delete as necessary)

If YES, describe the offence and date of conviction.

Are you currently the subject of any criminal proceedings or convictions?

YES / NO (delete as necessary)

If YES, please state.

Failure to disclose any convictions which are not “spent” may render you liable for dismissal.

7. Interests / Leisure Activities

Please describe any interests that you have or leisure activities that you enjoy. This could include any volunteering opportunities that you participate in.

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8. Employment History

Please complete your employment history starting with the most recent employer. Please include any details of gaps in employment.

Date from	Date to	Employer name & your position held	Final salary/scale	Reason for leaving

Please state your current notice period:

9. Reasons applying for this position

Please describe why you are interested in working for Allerdale Borough Council and the position available.

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10. Relevant Experience / Skills

Please give details of any achievements, career plans or particular areas of work experience (including voluntary work), which you feel are most relevant to this post.

Empty text box for providing details of relevant experience and skills.

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Declaration

<i>(please read carefully before signing this application)</i>	
<p>1. I confirm that the above information and attached CV and documents are complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.</p> <p>2. I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.</p>	
Signed:	
Print Name:	
Dated:	

Please download and complete the Equality and Diversity Monitoring Form.

Please complete and return the completed forms to:

By Post:

Human Resources Department
Allerdale Borough Council
Allerdale House
Workington
Cumbria
CA14 3YJ

By Email:

human.resources@allerdale.gov.uk

Our preferred contact method is via email