

## MID DEVON DISTRICT COUNCIL

### APPLICATION FORM

#### Guidance Notes

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. 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. 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.

**PART C** of this form is for monitoring equal opportunities only. 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 basic DBS disclosure. 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](mailto:opportunities@middevon.gov.uk)

All our recruitment is subject to receipt of satisfactory references.

We look forward to receiving your application.

**APPLICATION FORM  
PART A**

<b>Job you are applying for:</b>		<b>Vacancy Number:</b>	
Post Number:	Mr/Mrs/Miss/Ms/other:		
Surname:	Email Address:		
Forename(s):	Are you happy for email to be the main form of contact? Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Address:	Date of Birth:		
	Home Telephone number: Mobile Telephone number:		
Postcode:			
<b>Your Right to Work in the United Kingdom</b>			
<b>Are You:</b>		<b>If No do you have</b>	
<ul style="list-style-type: none"> <li>a British Citizen</li> <li>a National of an EEA Country</li> </ul>	Yes: <input type="checkbox"/> No: <input type="checkbox"/> Yes: <input type="checkbox"/> No: <input type="checkbox"/>	<ul style="list-style-type: none"> <li>a current Work Permit approval to take employment</li> </ul>	Yes: <input type="checkbox"/> No: <input type="checkbox"/> Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>National Insurance Number</b>			
<p><b>Employment History Check – We are required to check for 3 years employment history which forms part of our pre-employment checks.</b>            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).</p> <p><b>We will only take up checks for the successful applicant.</b></p>			
Name: _____ Address: _____ _____ _____ Postcode: _____ Telephone No: _____ Occupation: _____ Email Address: _____		Name: _____ Address: _____ _____ _____ Postcode: _____ Telephone No: _____ Occupation: _____ Email Address: _____	

## Specific Needs

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 say what?

Do you require any modifications or adaptations to your workplace/ workstation for health or other reasons?

Yes  No

## 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 details:

Note: if you are applying for a job which is not covered by the Rehabilitation of Offenders Act 1974 (for example, working with children or vulnerable adults), we will ask you to fill in a Criminal Records Disclosure form.

## Relationships to councillors, senior officers, or employees of Mid Devon District Council

\*Are you related to any Elected Member or Employee of Mid Devon District Council?

If so, please give details:

Name(s) of Member/Officer:

Relationship:

\*Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your Mid Devon District Council employment

**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**

Please return the completed form to:

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](mailto:OPPORTUNITIES@MIDDEVON.GOV.UK) IF HOWEVER YOU OPT TO POST YOUR APPLICATION, YOU ARE ENCOURAGED TO EMAIL [OPPORTUNITIES@MIDDEVON.GOV.UK](mailto: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.**

## PART B

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### 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
Date From	Date 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

### 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).

<b>Employer's name and address</b>	
<b>Position Held</b>	
<b>Date your employment started</b>	
<b>Main duties</b>	
<b>Reason for Leaving</b>	
<b>How much notice do you have to give?</b>	
<b>Please tell us your current salary</b>	

## Your past 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).

<b>Employer's name and address</b>	<b>Position held</b>	<b>Duration and Reason for leaving</b>

## Skills, knowledge and experience

Each section below refers to the categories on our person specification table in the Job Description.

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 sheets may be attached if necessary.** If you do not provide sufficient evidence, your application may be unsuccessful.

<b>Qualifications and Experience:</b>
<b>Knowledge &amp; Expertise:</b>

**Skills:**

**Personal Attributes:**



**Special Requirements:**



## Part C

### Monitoring equal opportunities

<b>Name:</b>			
<b>Job you are applying for:</b>		<b>Post Number:</b>	
<b>Vacancy number</b>			

#### Equality in employment

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, gender, sexual orientation, race, religion or disability. 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.

**If you feel uncomfortable in completing any sections of this form and you would prefer not to say, please leave the section blank.** Please provide details about yourself by ticking the relevant boxes

<b>What is your gender?</b>							Tick ✓
Male							
Female							
Non – Binary							
Prefer Not to Say							
<b>Is your gender identity the same as the gender you were assigned at birth?</b>							
Yes / No (Please delete as appropriate)							
<b>What is your age?</b>							Tick ✓
under 18		18-24		25-34		35-44	
45-54		55-64		65-74		75 +	
<b>Disability.</b> The Equality Act 2010 defines a disability as simply as a physical or mental impairment which has a long-term and substantial adverse effect on the person's ability to carry out day-to-day activities.							Tick ✓
<b>Do you consider yourself to have a disability under this definition?</b>							
Yes							

No	

<b>Where did you find out about this vacancy?</b>				Tick ✓			
Job centre		South West Jobs		Indeed		MDDC email alerts	
Website (please say which)							
Local press (please say which)							
Other (please say which)							
<b>People who already work for us</b>							Tick ✓
Yes		Would this be promotion?				Yes	
No						No	

<b>What is your ethnic group? – Please select ONE only</b>	
<b>White</b>	Tick ✓
English / Welsh / Scottish / Northern Irish / British	
Irish	
Gypsy or Irish Traveller	
Any other White background (Please write below)	
<b>Mixed/Multi ethnic groups</b>	Tick ✓
White and Black Caribbean	
White and Black African	
White and Asian	
Any other Mixed/Multi ethnic background (Please write below)	
<b>Asian / Asian British</b>	Tick ✓
British Asian	
Indian	
Pakistani	
Bangladeshi	
Chinese	
Any other Asian background (Please write below)	
<b>Black / African / Caribbean / Black British</b>	Tick ✓
Black British	
African	
Caribbean	
Any other African / Caribbean / Black background (Please write below)	
<b>Other ethnic group</b>	Tick ✓
Arab	
Any other ethnic group (Please write below)	

<b>What is your religion?</b>	Tick ✓
No Religion	
Christian (Including Church of England, Catholic, Protestant and all other Christian Denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion (Please write below)	
<b>What is your sexual orientation? Please tick which category best describes how you think of yourself</b>	Tick ✓
Heterosexual / Straight	
Gay / Lesbian	
Bisexual	
Other	

Thank you for completing this monitoring form