

Application for employment

Job reference number _____ Position applied for _____

Personal details		
First name	Surname	
Title		
Home address	Home telephone	
	Work telephone	
Postcode	Mobile telephone	
Salary	Confidential email address	
Education		
From	To	Name of school(s) and college(s) attended
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Qualifications		
Description	Grade	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work experience

Begin with present occupation/last employer and work backwards

From/to	Employer/type of business	Position held/responsibilities/reason for leaving

Referees

Please name two referees, excluding relatives. Employment is subject to satisfactory references; your current employer will not be approached without your permission.

Name	Name
Address	Address
Position title	Position title
Organisation name	Organisation name
Work telephone	Work telephone
Email address	Email address
How is the referee known to you?	How is the referee known to you?

Additional information

1. Please indicate skills and training courses undertaken relevant to this appointment
(e.g. computer skills, languages etc.)

2. Please give details of hobbies and interests (include membership of any type of organisation or profession, any office held and any voluntary work)

3. Please clearly outline how you meet the criteria in the person specification, explain why you are applying for this post and add any other relevant information in support of your application (You can attach additional sheets, but please do not include your CV)

4. Have you worked or volunteered for the Rural Community Council of Essex before?

No **Yes** – if yes, please give details

5. How did you hear of this vacancy?

Additional information cont.

6. Do you have any unspent convictions under the terms of the Rehabilitation of Offenders Act 1974?

No **Yes – if yes, please give details**

7. Do you currently hold a UK or International driver's license?

No **Yes – if yes, please note any endorsements and whether you own a car**

8. Please state your period of notice

9. If not already living locally, have you plans to move?

10. Are you legally eligible for employment in the UK?

No– if no, please give details **Yes**

11. Do you consider yourself to have an impairment under the Equality Act 2010? Physical impairment can include long term conditions such as diabetes, asthma and cancer, or progressive conditions such as motor neurone disease. Mental impairment can include mental health conditions such as depression, learning difficulties (for example, dyslexia) and learning disabilities (for example, Down's Syndrome).

No **Yes – if yes, please provide details of any special arrangements that would be required if invited to interview and for this role**

Under the Data Protection Act 1998, information is obtained and held by Rural Community Council of Essex only as part of the recruitment and selection process. It is regarded as strictly confidential and will be stored securely. I hereby provide explicit consent for the information to be stored within the organisation's manual and computerised filing systems.

Signed: _____ **Date:** _____

I confirm that all the above information is correct.

Signed: _____ **Date:** _____