



Application for Employment

Thank you for requesting an application form for a vacancy in Torbay Council. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes.

Please note CV's WILL NOT BE ACCEPTED

All sections of the form must be completed.

Please note that late applications will not normally be considered.

Post applied for:	
Job Reference no:	
Department:	Closing Date:

Personal Details:

Title:	
First name:	Last name:
Address:	
	Daytime no(incl. STD code)
	Evening no (incl. STD code)
Post Code:	e-mail address:

Present / most recent employer: (this may be paid or unpaid)

Job Title:	
Employers Name & Address:	
Date started: DD/MM/YYYY	
Notice Required:	Or Date left: DD/MM/YYYY
	Reason for leaving:
Brief description of Duties:	
Pay and other benefits:	

Full record of previous employment: (this may be paid or unpaid)
 Please put most recent job first. Any dismissal or redundancy must be clearly stated.

Employer & Address	Job Title	From	To	Reason for leaving

Please continue on an additional sheet if necessary.

Gaps in employment or training: Please indicate and explain any gaps.

Date from	Date to	Reason for gap

Please continue on an additional sheet if necessary.

Relevant Qualifications:

Educational Establishment / College/ University	From	To	FT/ PT	Exams passed and qualifications gained (including NVQ's) including grades and date attained.

Professional Membership / Registration

Professional body	Membership/ Registration no.	Membership status	Date entered / awarded

Relevant Training (e.g. short courses; further development)

Course	Date	Qualification (if appropriate)

Please continue on an additional sheet if necessary.

Supporting Evidence:

Please indicate below why you are applying for this post:

Please say how your skills, knowledge and previous experience, whether paid or unpaid, community activities, domestic or family experience, are relevant to the post and how they meet the criteria on the person specification and job description

Supporting evidence continued:

References:

Please give the name and address of two references from which the Council may seek information regarding your suitability for employment covering at least the last 5 years of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education one referee should be from your school / college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Additional references may be sought from previous employers, particularly for posts working with children or vulnerable people. It is the Council's practice to take up references for short-listed applicants prior to interview unless you request otherwise.

Name:	Name:
Address:	Address:
Telephone no:	Telephone no:
Relationship:	Relationship:
How long known?	How long known?
If you do not wish this person to be contacted without prior consultation please put a cross in the box <input type="checkbox"/>	If you do not wish this person to be contacted without prior consultation please put a cross in the box <input type="checkbox"/>

Please provide details of additional references on a separate sheet if necessary.

Disability Discrimination Act 1995

Torbay Council is an equal opportunities employer. Disabled people are encouraged to apply. Disabled applicants who appear to meet the essential criteria of the person specification are guaranteed an interview.

The Disability Discrimination Act defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his / her ability to carry out normal day to day activities"

Do you consider yourself to have a disability? Yes No (please tick)
What is the nature of your disability?

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process.

Please provide details below of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview.

Declarations:

Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

Yes No If 'yes' please give brief details below or on an additional sheet if necessary:

Are you eligible to work in the United Kingdom and are you able to provide proof of this?

Yes No

Under the **Asylum and Immigration Act 1996** we are obliged to ensure that all new employees are legally entitled to be employed in the UK. If appointed you will be required to provide original documentation as evidence before your employment commences.

Are you in any way related to or have a personal relationship with the elected Mayor, any elected member of the council or employee of the council?

Yes No If 'Yes' please give details below:

Name:

Relationship:

Job title:

Soliciting support or information, which may be deemed to offer an unfair advantage, from the Mayor, any elected members or employees of Torbay Council in connection with this appointment, will disqualify your application.

Do you have any convictions that are not spent under the **Rehabilitation of Offenders Act 1974**?

Yes No If 'Yes' please give details below or on an additional sheet if necessary:

I confirm that I have read and understood the enclosures provided with this application form.

I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the Council's decision to employ.

I understand that the deliberate falsification of information or, failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated.

I declare that I have not canvassed any employee or Councillor either directly or indirectly in connection with this application.

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998.

Signature:

Date:

Submitting this completed application form electronically signifies your acceptance of the above declaration.