

**CONFIDENTIAL**

**APPLICATION FORM**

**Introduction**

Please familiarise yourself with the recruitment pack and notes below before completing this application. We will decide to interview you based on information given by you on this application form.

When you enter data into this form, you are giving us permission to process and hold on computer, the information or data you have supplied or referred to in it, including any information that you may consider to be sensitive and personal. This information will also be held on your personal file, if you are appointed.

We are an equal opportunities employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

The Equality Act 2010 defines a person as having a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal daily activities.

If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

1. Please complete the form in **black ink**, preferably typed, or **BLOCK CAPITALS** if handwritten
2. Additional sheets may be attached where necessary

3 Please complete all sections

4 Please return by email to recruitment@chrgs.co.uk by the closing date stated on the advert

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| **Position applied for: EXECUTIVE OFFICER** |

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| **1. Personal Details** |
| Surname Forename(s) Address   Post Code  | Telephone Number (mobile) Telephone Number (Home) E-Mail Address  |
| **Holiday Commitment -** Please give details of any holiday commitment you have over the next 12 months:  |
| **2. Academic, Professional and Vocational Qualifications** Please list below details of secondary, further and higher education undertaken, starting with the mostrecent. |
| Dates | Name of educational establishment | Qualifications(State level and subject) | Grades |
| from | to |
|  |  |  |  |  |
| **3**. **Training** Please give details of any relevant training courses you have completed, and any professional qualifications achieved. |
| Dates | Organisation/Training provider  | Qualification gained |
| From | To |
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| **4. Employment history**Please enter details of your employment history covering a minimum five-year period, starting with your current ormost recent position held. You may also include additional roles if you feel it may be relevant to the position applied. |
| Dates (mm/yy) | Name & address of Employer | Job title and brief description of main duties | Annual salary | Reason for leaving (please include your notice period for current role) |
| from | to |
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| **5. Personal Statement** |
| **5a. Please tell us why you have applied for this role?** |
| **5b. Knowledge, skills and abilities.** This information is used in the shortlisting of candidates for interview. Using the Person Specification section of the Job Description, please give details of how your skills and experience meet the requirements of this post, ensuring that you address each of the points listed as essential and desirable (where met). (Please use continuation sheet(s) if necessary) |
| **6**. **Interview Arrangements**If you need any reasonable adjustments to be made in order for you to be interviewed for this position at our premises, please give details. |
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| **7**. **References** please ensure your references can respond promptly. It is our policy to contact ALL namedreferees after a conditional offer has been made.  |
| **Employer Reference** Name:  | **Employer Reference** Name:  |
| Address: | Address: |
| Email Address:  | Email Address: |
| Telephone number:  | Telephone number: |
| Occupation:  | Occupation:  |
| May we contact prior to interview Y / N  | May we contact prior to interview Y / N |
| **8**. **Interests and other supporting information** |
| Please tell us anything further that you think may be relevant or useful to your application to expand on the skills, qualities and experience that you would bring to this role. Include reference to both your paid employment and any voluntary work, hobbies, study, etc. |
| 11. **Other information** |
| Do you hold a current Driving Licence? Y / N What kind of licence is it? Provisional Full HGV Do you have regular use of a vehicle? Y / N Please give details of any penalty points and/or driving ban in the last five years How did you learn of this vacancy?Social media NoticeboardWord of mouth Linked InJob website Which one? …………………………………………..Other Please specify …………………………………………… |
| 12. **Declarations/Code of Conduct** |
| Are you related to any Councillor or Employee of this council? Y / NIf YES, please give details:**I understand that canvassing of Councillors or Officers, directly or indirectly, will disqualify my application****Right to work in UK**Are you legally entitled to work in the UK? Y / NWe will require evidence of this prior to commencing employment**Criminal Record**Have you ever been convicted of a criminal offence? Y / NDeclaration subject to the Rehabilitation of Offenders Act 1974If YES, please give details:PLEASE NOTE: If it comes to light that you have a conviction or other record which you have not declared then any offer of employment may be withdrawn, or if you have already started working for the Council, this could result in disciplinary action or dismissal.  |
| **Data Protection**The Data Protection Act 2018 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.  I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE. Signed:............................................................ Date:...............................................**Declaration**I confirm that the information given on this application form is, to the best of my knowledge and belief true and complete in all respects. I understand that should I have deliberately made a false or misleading statement on this form deemed to be a deliberate attempt to deceive will disqualify the application or, if already in post, will result in the employment being terminated. Signed:............................................................ Date:............................................... |