

PRESENT OR LAST EMPLOYMENT

Name and address of employer	Employer's business
	Phone
	Fax
	E-mail
Post held/type of work done	Date started
	Date left
Reason for leaving or wanting to leave	Present/last salary/grade
	When could you start?

Name and address of previous employers and nature of business (latest first)	Position held	From month/year	To month/year	Reason for leaving

INFORMATION IN SUPPORT OF YOUR APPLICATION

We are looking for evidence of how your experience, skills, knowledge and qualifications will enable you to perform effectively in this post. A job profile will normally be supplied and you should detail how you meet the requirements set out, giving specific examples where possible. You should also state how this post fits in with your long term career plan.

(Continue on a separate sheet if necessary)

REFERENCES

Please give the names and addresses of two referees. One of these must be a direct line manager/supervisor from your present employment, or, if you are unemployed or school/university leaver, a past employer or teacher will suffice. References are taken up for shortlisted candidates only. Please mark 'x' in the box against any that you do not want taken up prior to interview.

1. _____

Phone: _____

Capacity in which known to you:

2. _____

Phone: _____

Capacity in which known to you:

CRIMINAL CONVICTIONS

It is important that you read the enclosed notes on criminal convictions and the Rehabilitation of Offenders Act 1974 before you sign the following declaration.

"I understand that some posts, including those which involve working with children, may require me to give details of any criminal convictions. If this post falls into this group, I confirm that I will provide the information required when requested and agree that, if necessary, it may be checked against police records"

Signed: _____ Date: _____

DECLARATION

Please sign this section as well as the section above.

To the best of my knowledge the information given on this form is correct. I understand that giving false information will disqualify my application

Signed: _____ Date: _____

Please return by the closing date in the envelope provided, or to:

Human Resources Unit
Rugby Borough Council
Town Hall
Evreux Way
Rugby
CV21 2RR

If you have not heard from us within three weeks of the closing date, you can assume that you have not been shortlisted.

Tick here if you would like us to send you an acknowledgement of receipt of this application



Personal details



INVESTOR IN PEOPLE

Personal Details Form

You must complete this sheet, which is used for monitoring purposes. The sheet is detached before the selection process begins and the shortlisting panel does not have access to it.

Your surname:	Mr/Mrs/Miss/Ms or other:
Forenames:	Date of birth:
Address:	
Phone (home):	Phone (other):

YOUR HEALTH

All appointments are subject to satisfactory medical clearance. Please give below a brief outline of your sickness record over the last two years, stating how many days you have taken off and why. Also, mention any medical condition requiring regular treatment, which you feel we should be aware of.

DISCLOSURE OF RELATIONSHIPS

Failure to disclose information may result in disqualification or subsequent dismissal. Canvassing of any members of the Council by you, or by anyone on your behalf, will result in disqualification.

1 Members or Senior Officers

To the best of your knowledge, are you related to any elected member (councillor) or senior officer of the Council?

Yes No If yes, give details:

2 Relatives

To the best of your knowledge, are you related to anyone employed by the Council in a supervisory or managerial role?

Yes No If yes, give details:

ADDITIONAL INFORMATION

Please list any dates when you will NOT be available for interview:

How did you find out about this vacancy? Please name any publication or website where you may have seen it.

ETHNIC ORIGIN

Please indicate your ethnic origin by ticking the appropriate box.

White

- British
- Irish
- Any other White background
Please state: _____

Black or Black British

- Caribbean
- African
- Any other Black background
Please state: _____

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background
Please state: _____

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
Please state: _____

Chinese or other ethnic group

- Chinese
- Any other
Please state: _____

Tick here if you do not wish to supply this information

DISABILITY



We will interview all disabled candidates who are able to demonstrate that they meet the minimum selection criteria in the job profile. We wish to ensure that applicants with disabilities are not disadvantaged, and the following questions are asked to enable any necessary provision or adjustment to be made during the selection process and during any subsequent employment.

- 1 Do you consider yourself to have a disability? Yes No

If you answered yes to the above question, please complete 2-5 below.

- 2 Please give brief details of your disability:

- 3 Please explain anything about your disability that you consider to be relevant to your application:

- 4 Please give details of any aids or modifications that would assist you in carrying out the duties of the post:

- 5 Please tell us anything we need to know about your disability in order to offer you a fair interview (for example, a signer or an accessible interview room).

Thank you for providing the above information. This will enable the Council to ensure that its Equal Opportunity Policy is continually monitored and improved.

