



APPLICATION FORM

PRIVATE AND CONFIDENTIAL

POST APPLIED FOR (if applicable):

1. Personal Details

SURNAME		INITIALS	
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Permanent Address and Postcode:

Address for correspondence (if different):

Telephone No(s)	Home:	Work:
Email	Home:	Mobile:
	Work:	

Are we able to contact you at work?	By Phone?	Yes / No	By Email?	Yes / No
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Do you hold a current full car driving licence?	Yes / No
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National Insurance Number									
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Right to Work in the UK

Are there any restrictions to your residence in the UK that might affect your right to take up employment	Yes / No – if yes give details
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Do you need a work permit to work in the UK?	Yes/No
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2. References

Please give two referees who can comment on your professionalism / work ability, one of whom preferably be your present / most recent employer. Please give the names and contact details of two people who we can ask for a reference. This is a character reference so could be a neighbour or friend, or a previous or current employer if they know you personally. They must have known you for at least two years and not be related to you.

a) Preferably Present / Most Recent Employer		b) Second Referee	
Name Address Tel No		Name Address Tel No	
Email		Email	
<i>I give/do not give my permission to take up my references prior to an interview (delete as appropriate)</i>		<i>I give/do not give my permission to take up my references prior to an interview (delete as appropriate)</i>	

3. Details of Secondary / Further Education

School/College/University	Qualifications Gained

4. Professional Qualifications / Membership of Professional Bodies

Full Details of Professional Qualifications

5. Interests / Leisure Activities

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6. Health and Safety

You will be required to complete a personal online medical questionnaire and, in the light of the information supplied it will be decided whether there is a need for a full Health Surveillance

7. Rehabilitation of Offenders

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended 2013)

Yes / No - If "yes", describe the offence and date of conviction.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS Filtering collection (<https://www.gov.uk/government/collections/dbs-filtering-guidance>)

8. Asylum and Immigration Act

All employees joining Carlisle City Council will be required to provide proof of their right to work in the UK before starting work.

9. Disclosure and Barring Service Checks

Certain jobs have been identified as requiring a Disclosure and Barring Service check of a level appropriate to the work being carried out. If your job is one such identified, the checks will be made before starting work.

10. Relationships

Are you related to any Councillor or Officer of this Council or the partner of such persons? **Yes / No**
"Related" means parent, godparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece (failure to disclose may lead to disqualification).
If yes, please give details (e.g. name, position held, and relationship).

Please note that Canvassing of Councillors or Senior Officers shall lead to disqualification.

10. Present / Most Recent Employment Details

Employers Name & Address		Job Title	
		Date Appointed	
		Date Terminated	
		Latest Salary / Scale	
		Length of Notice	

Summary of main duties / purpose of job

Please attach a copy of your current / most recent job description, if available

12. Previous Employment (starting with the most recent)

These should be listed in chronological order and there should be no unexplained gaps. (Continue on a separate sheet if necessary)

From	To	Employer & Position Held	Final Salary/Scale	Reason for Leaving

13. Reasons for Applying

14. Relevant Experience / Skills

Please give details of any achievements, career plans or particular areas of work experience (including voluntary work), which you feel are most relevant to this post.

Continue on a separate sheet if necessary

Interview Expenses

Actual expenses incurred by candidates attending for interview will be repaid up to a maximum of £8.71 Lunch; £14.21 Dinner (for journeys terminating after 6.00 pm); £67.00 (exclusive of VAT) Bed and Breakfast; Full rail fare (2nd class).

Candidates are expected to take advantage of "saver" returns wherever possible if travelling by rail. If candidates use other forms of rail fare, then evidence of this must accompany any claim. A receipt for meals must be produced before payment is made.

Unreasonable refusal of an offer of appointment or withdrawal of application may lead to expenses not being paid. The expenses of a successful candidate will not be paid until the commencement of employment.

Data Protection

The Council of the City of Carlisle complies with the General Data Protection Regulation 2016. The information provided will be held securely for the purpose of administering your application and any subsequent work. Your personal information will not be used for any other purpose nor will it be shared with any third parties. Full details of the Council's Privacy Policy are available upon request from the Human Resources Department, Civic Centre, Carlisle, CA3 8QG.

Declaration

I declare to the best of my knowledge the information on this application is true and accurate. I understand that any false statements or failure to disclose any information requested on this form may result in my application being disqualified. Discovery after appointment may lead to dismissal without notice or disciplinary action.

Signed

Date

PLEASE NOTE THAT IF APPLICATION IS SENT BY EMAIL YOU WILL BE REQUIRED TO SIGN FORM IF SELECTED FOR INTERVIEW

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Please email to casuals@carlisle.gov.uk

