

KENT COUNTY COUNCIL

Application for Employment

This form is also available on computer disk, audio tape and Braille.

Please complete using black ink or type.

Job Applied for:	
Reference No.:	
Closing Date:	
Title and Last Name/Family Name:	
Previous Last Name:	
First Name:	
Where did you see this post advertised?	

Please ensure you complete the Equalities Monitoring form.



SOME GUIDELINES TO HELP YOU...

Our staff play a vital role in providing excellent services to the people of Kent. To help achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process.

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

General Information About You

Home Address	Address for communications (if different)

Telephone No. Home:

Alternative Telephone No:

May we contact you here? Yes No May we contact you here? Yes No

Date of Birth:	Email Address:

Do you have a current UK driving licence (if applicable)? Yes No

Do you have any current endorsements? Yes No

If yes, please give details

If you are successful, when could you start this job?

Are you related to any County Councillor or senior employee of the Kent County Council?

Yes No If yes please give brief details.

Are you aware of any matter, which might call into question your integrity as an employee or bring you/or KCC into disrepute.

Yes No If yes please give brief details.

Employment**Present or most recent employment details.**

Name and Address of Employer:

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Job Title:

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Salary:

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Date started:

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Date of leaving:

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(if applicable)

Main duties and responsibilities: Please use a separate page if necessary

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Qualifications Achieved from Secondary, Higher and/or Further Education

School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	Grade & Year taken (if any)

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Previous Employment:

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

Name and full address of Employer	Dates	Job Held

Please complete if Applicable in box	Number	Date Issued
GSCC- Social Worker Registration		
Nursing & Midwifery Council PIN		
Occupational Therapy Registration		

Membership of Professional Organisations and Institutions

Name	Date achieved	Membership status	By examination (Yes/No)

Other Skills and Interests – including languages (spoken/written), computers, etc.

(Please include details of any public duties, community or voluntary work experience)

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Your Health

Are you in good health? Yes No If no, please give details.

National Insurance Number

(You can obtain this information from the Department of Social Security)

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If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

Referees

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers.

Reference 1

Name:

Relationship to you

Address:

Email Address:

Tel. No:

Reference 2

Name:

Relationship to you:

Address:

Email address:

Tel. No:

May we contact prior to interview?

Yes No

May we contact prior to interview?

Yes No

Criminal Offences

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (refer to job documentation), you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Criminal Records Bureau to KCC's satisfaction. For all other posts, only unspent cautions or convictions need to be disclosed. Please can you also make known details of any police reprimands or warnings that are likely to be disclosed by the request of an enhanced disclosure from the Criminal Records Bureau.

Details of any relevant cautions or convictions:

Reason for Application

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signed:

Date:

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.

Protecting your personal information

KCC retains on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with the data protection legislation.



DISABILITY STATEMENT



Kent County Council aims to be a fair employer and is committed to equality of opportunity for disabled people. Applications from disabled people are welcome. All disabled applicants who meet the minimum criteria will be guaranteed an interview. At interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.

In order to help us fulfil our aims, please answer the following questions:

1. Do you consider yourself to be disabled?

Please tick box Yes No

If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.”

Please tick box Yes No

2. Is there anything you would particularly like to tell us about your disability?

3. If you wish us to arrange for any of the following to be available, if you are called for an interview, please tick.

induction loop or other hearing enhancement

sign language interpreter (please state type)

Keyboard for written tests

someone with you at the interview (e.g. advocate or facilitator)

Assistance in and out of vehicle

accessible car parking

Wheelchair access

accessible toilet

Other assistance (please specify)

The information you have given will only be shared with the recruiting manager if you are shortlisted. This is to enable appropriate, reasonable accommodations to be made to our selection processes and to provide facilities where necessary.

It will be treated as confidential.

Thank you for providing this information.

Protecting your personal information

The information you have provided will be retained and used by KCC only for the purposes of monitoring the composition of the workforce and the fair application of policies and procedures in line with our Equality Policy Statement.



**EQUAL OPPORTUNITIES
MONITORING FORM**



Kent County Council values diversity in its workforce and aims to recruit and value a workforce that reflects the diverse make-up of the community of Kent.

As part of our recruitment process you are required to complete this monitoring form. This page will be detached and will not form part of the selection process. We expect all our employees, and prospective employees, to support our aim to build a diverse and representative workforce.

I would describe myself as (please tick one of the boxes below)

ETHNIC GROUP	
White	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other White background (please specify)	<input type="text"/>
Mixed	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background (please specify)	<input type="text"/>
Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background (please specify)	<input type="text"/>
Black or Black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background (please specify)	<input type="text"/>
Chinese	<input type="checkbox"/>
Any other Ethnic Group	<input type="checkbox"/>
Please specify	<input type="text"/>
Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

Age Range (Please tick)	Up to 19 <input type="checkbox"/>	46 – 55 <input type="checkbox"/>
	20 – 25 <input type="checkbox"/>	56 – 65 <input type="checkbox"/>
	26 – 35 <input type="checkbox"/>	over 65 <input type="checkbox"/>
	36 – 45 <input type="checkbox"/>	

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