

# Application Form

Please complete in black ink and return to:  
Personnel and Development, Ashford Borough Council  
Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL  
(01233) 331111



(If you require this form in a different format, please contact us)

The information in Section A will not be submitted to the shortlisting panel and will only be used for administration and monitoring purposes.

## Section A

### 1. Position

Post Number: .....

Job Title: .....

Closing Date: .....

Please state where you saw this job vacancy: .....

### 2. Your Details

Title ..... Forenames ..... Surname .....

Home Address .....

.....

..... Postcode .....

Telephone Numbers: Home: .....

Work ..... Ext ..... Email: .....

May we contact you at work? Yes/No

### 3. Personal Particulars

Under Equalities legislation we are required to monitor the effectiveness of our recruitment procedures in relation to applicant's race, religion or belief, disability, gender age, or sexual orientation. The legislation requires us to ensure that you are not treated less favourably by the application procedures in relation to these strands of diversity. Information will be kept confidential.

Date of Birth: ..... / ..... / ..... Sex: .....

Nationality: .....

National Insurance Number: .....

### 4. Ethnic Origin (for monitoring purposes only)

Asian or Asian British  Black or Black British

Mixed  White

Chinese/Other

## 5. Religion of Belief (for monitoring purposes only)

Do you identify yourself as a member of any of the following Faith Groups?

Christian	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	No Faith/Other	<input type="checkbox"/>

## 6. Sexual Orientation (for monitoring purposes only)

Do you identify yourself as a member of any of the following Sexual Orientation Groups?

Heterosexual	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>
Homosexual	<input type="checkbox"/>		

## 7. Special Provisions

We are committed to seeing the most suitable candidates and welcome applications from disabled people.

Are you registered disabled?  
(if Yes, please give details) **Yes / No**

Are there any special provisions you would need to attend interview?  
(if Yes, please give details) **Yes / No**

In terms of any disability, are there any special provisions, adjustments or equipment needed for you to do the job?  
(if Yes, please give details) **Yes / No**

In terms of any disability, are there any special provisions, adjustments or equipment needed for you to get around the Borough (if the position requires this)?  
(if Yes, please give details on a separate piece of paper) **Yes / No**

## 8. General Information

Are you related to a Councillor or Officer of Ashford Borough Council? **Yes / No**  
If yes, please give details:

Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act (1974). A conviction will not necessarily bar you from employment. NB: This position may be subject to a Criminal Records Bureau standard or enhanced check. **Yes / No**

If yes please give details of Offence date and Sentence below:



# Equal Opportunities Statement

## Statement of Intent

1. Ashford Borough Council is an equal opportunities employer. The aim of this policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, sex, marital status, disability, age, sexuality, religion or any other factor irrelevant to an individual's ability to do the job.
2. This policy applies to recruitment, promotion, transfer, training, the application of grievance, disciplinary and other procedures of employee benefits and all other terms and conditions of employment.
3. It is the duty of all employees to accept their responsibility for the practical application of the policy but the Council acknowledges that specific responsibilities fall upon management, supervisors and individuals professionally involved in recruitment and personnel management.
4. To ensure that this policy is consistently applied, co-ordinating responsibility will be assigned to the Head of Personnel and Development who will monitor the operation of the policy for both employees and job applicants and undertake periodic audits.
5. To safeguard individual rights under the policy any employee who believes that the Council has applied inequitable treatment to him or her within the scope of the policy should raise the matter through the appropriate grievance procedure.
6. To make the policy work requires more than this formal statement. The policy will assist the creation of the right climate for success and it is for each employee to make his or her own contribution. The policy will therefore be brought to the attention of every employee and job applicant and will be kept under regular review.

**Ashford Borough Council wishes to be known as an Equal Opportunities Employer by the community as a whole and by other employers in the Borough.**

## Section B

### 9. Position

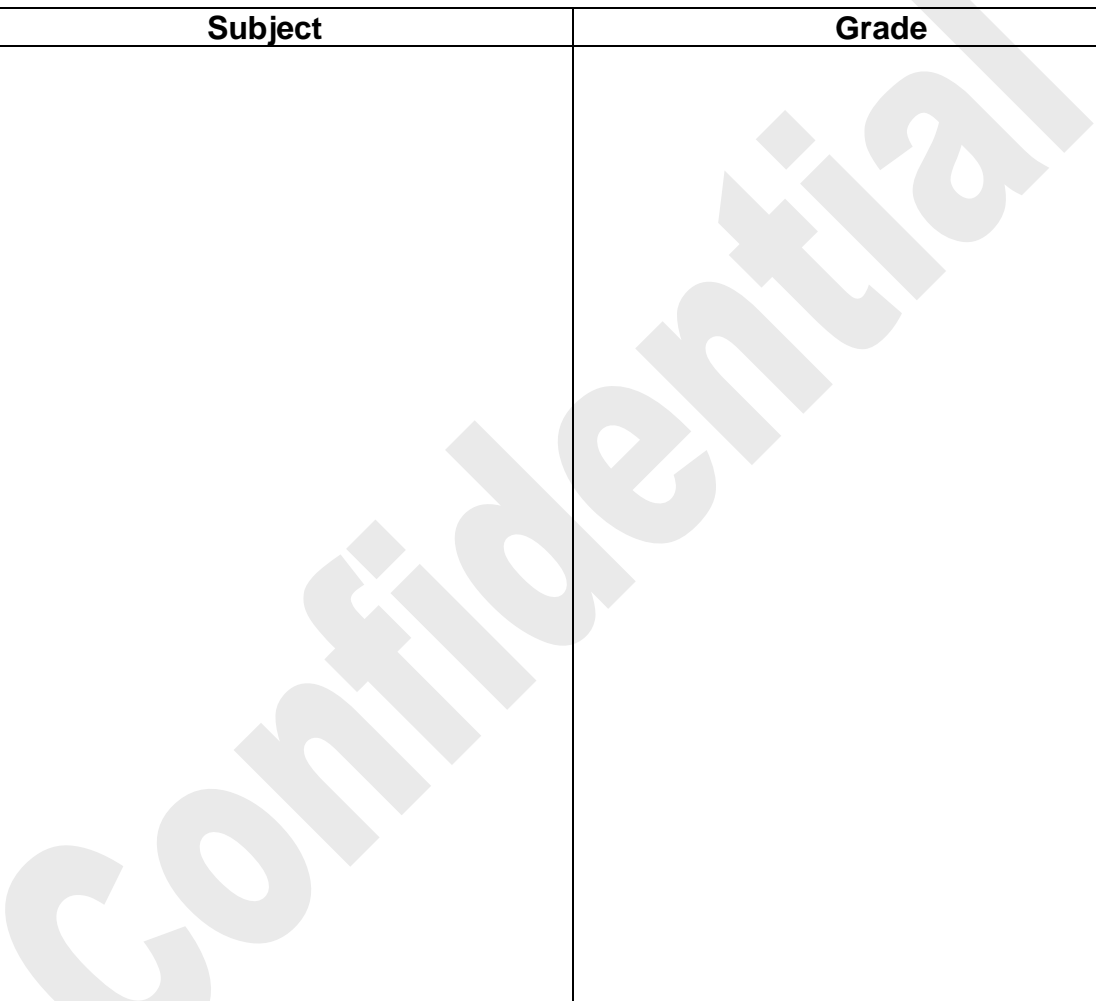
Post Number: .....

Job Title: .....

Closing Date: .....

### 10. Education and Qualifications

Please give details of all educational qualifications you have obtained from school, college, university etc. You will be asked to provide evidence of qualifications.

Subject	Grade
	

### 11. Membership of Professional Institutions

Institute	Grade of Membership	Current or Lapsed

## 12. Career and Work Experience

Please give details of your last two positions

A. Current/Last Employer's Name and Address .....

.....

Position ..... Dates .....

Final/Current Salary ..... Notice Required .....

Reason for Leaving .....

Brief Description of Responsibilities/Section Structure/Skills/Experience .....

.....

.....

.....

.....

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B. Previous Employer's Name and Address .....

.....

Position ..... Dates .....

Final/Current Salary ..... Notice Required .....

Reason for Leaving .....

Brief Description of Responsibilities/Section Structure/Skills/Experience .....

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### 13. Previous Employment

Please include any breaks in your career eg travelling outside the UK, looking after family, unemployed or studying

Employer's Name and Business	Position, Role, Responsibilities	Reason for Leaving
Dates:		
Dates:		
Dates:		
Dates:		
Dates:		

(continue on separate sheet if necessary)

## 14. Supporting Statement

This page gives you the opportunity to convince us that you should be shortlisted for interview. Please say why you wish to be considered for this position. Include the particular abilities and behaviours you display referring to the Key Competency Areas, including how and where you gained this experience. You may also refer to interests or relevant experience outside work.

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(continue on separate sheet if necessary)

## 15. Training Courses

Please give details of courses attended which are relevant to the job for which you are applying

Course	Organising Body	Dates
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What languages do you speak? .....

.....

## 16. References

### 1. Present or Last Employer

Name: .....

Home Address: .....

.....

.....

..... Postcode .....

Telephone Number .....

Email Address.....

School/College leavers should give their tutor as a reference

May we take up this reference prior to interview? **Yes / No**

### 2. Other Referee (should know you in a professional capacity)

Name: .....

Home Address: .....

.....

.....

..... Postcode .....

Telephone Number .....

Email Address.....

Capacity in which known: .....

May we take up this reference prior to interview? **Yes / No**

## 17. Declaration

**Please sign this after you have completed all parts of the application form.**

I certify that to the best of my knowledge all the information I have given is correct. I understand that deliberately giving false, misleading or incomplete answers would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice.

**Ashford Borough Council is under a duty to protect funds and to this end may use the information 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. By submitting this application you agree to the use of the information for such purposes.**

Signature of Applicant .....

Date .....

Recruitment/application form April 09

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