



APPLICATION FOR EMPLOYMENT WITH SOMERSET COUNTY COUNCIL

Before completing, please ensure you have read the guidance notes in the application pack or on our website. You may use additional sheets if you need to.

Please return this form to address given in Advertisement or Application Pack	
Application for the post of	
Directorate/ Service	
Job Reference Number	
Closing Date	
How did you hear about this job? (Name of publication if advertised)	

Part A: Personal Details (Block capitals please)

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (If different from Forename)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (If available)	
Email Address (If preferred method of communication & in regular use)	
Date of Birth (See note* below)	

*Date of birth need only be disclosed if the post involves working with children or vulnerable adults. Please see notes in "our recruitment process" for further information.

Part B: Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving:			
Please explain why you are applying for this post at this time:			

Part C: Employment History (most recent first)

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer.

Name & Address of Employer	Dates From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Part D: Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

*For posts working with children/vulnerable adults you must provide all dates.

Part E: Training/Continuing Professional Development

Please give details of relevant training/development activities.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

Part F: Personal Statement

You may continue on a separate sheet if you need to.

Key Competencies, Knowledge and Skills: Referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.)

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

Part G: Supplementary Information

Personal Transport: For posts which involve travel away from normal place of work:	
Are you willing and able to travel to meet the requirements of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
Positive About Disability: We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If “yes” and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not ‘spent’:	
If the information sent to you highlights that the post requires a Disclosure Certificate, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any ‘spent’ convictions, cautions and bind-overs. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council:	



PART H: REFERENCES AND DECLARATIONS

References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend. If you do not wish your current employer to be contacted prior to interview please tick the box below ***unless** you are applying for a post working with children, in which case, do not tick the box since **all** references will be requested before interview.

If you are applying for a post working with children or vulnerable adults
Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between.

Name of first referee <input type="checkbox"/> Please see * above if the post involves working with children. If you need to discuss this, contact the recruitment team on 01823 356209.	
---	--

Job Title of Referee	
----------------------	--

Name of organisation	
----------------------	--

Address (Including Postcode)	
------------------------------	--

Email address if available	
----------------------------	--

Daytime telephone number	
--------------------------	--

Relationship to you (eg supervisor, tutor)	
--	--

Dates of your employment	From: / To: /
--------------------------	------------------------------------

Name of second referee	
-------------------------------	--

Job Title of Referee	
----------------------	--

Name of organisation	
----------------------	--

Address (Including Postcode)	
------------------------------	--

Email address if available	
----------------------------	--

Daytime telephone number	
--------------------------	--

Relationship to you	
---------------------	--

Dates of your employment	From: / To: /
--------------------------	------------------------------------

Declaration of Interest: Please note that canvassing support of Members or Senior Officers of Somerset County Council can lead to disqualification of your application.

Do you have family or close relationships with any individuals involved in an aspect of the recruitment process or with any Elected Member or Senior Officer of Somerset County Council?
Yes No

If yes, give name:			
Position:	Relationship:		

Declaration			
<ul style="list-style-type: none"> • I confirm that I am entitled to live and work in the United Kingdom. • I am willing for this data to be held and processed by Somerset County Council and to be verified with relevant third parties. This may include previous employers. • The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. 			
Signed		Date	
If you apply online and are shortlisted, you will be asked to sign your application at interview.			

Confidential

Equal Opportunities-Recruitment Monitoring

This form will be kept separate from your application form. It is not referred to during the selection process.

Somerset County Council values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice, making Somerset County Council *a great place to work*.

The information you supply on this questionnaire will be recorded confidentially on our HR Systems and held for a maximum of 12 months. During this time it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff within the HR Service. If you are appointed, the data will also be used for our HR/Payroll records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to the application form. Once completed, the questionnaire should be returned with your application to the Recruitment Administrator, the address of which is detailed in the Recruitment Information Pack.

Thank you for your co-operation.

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence.

Please tick ✓ the appropriate box

Name:	Job Ref:
Are you? Male <input type="checkbox"/> Female <input type="checkbox"/>	

What is your data of birth (dd/mm/yy)? _ /_ _/ _

To which of these groups do you consider you belong?

White

British Other

Irish

Asian or Asian British

Indian Bangladeshi

Pakistani Other

Mixed

White & Black White & Asian
Caribbean

White & Black African Other

Black or Black British

African Caribbean

Other

Other Background

Chinese Gypsy Other

If you have ticked other to any of the above, please specify:



Do you consider that you have a disability? Yes No

N.B. Under the Disability Discrimination Act 1995, a person with a disability is defined as having 'a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS.

It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia arthritis, diabetes, asthma, epilepsy or you are partially sighted.

If yes, please indicate the nature of your disability.

Physical Impairment **Mental Impairment** **Other**

Mobility Impairment **Visual Impairment** **More than one**

Impairment

Hearing Impairment **Learning Disability**

Are currently employed by SCC? Yes No

If yes, please answer the two questions below in respect of your main contract.
If SCC does not currently employ you, there are no further questions for you to complete.

Is your main contract (tick one box only):

Permanent? Fixed term? Casual/Relief/Supply?

Which Directorate do you currently work in?

Chief Executive's Office Community

Resources (including Somerset Staffing) Fire & Rescue

Children & Young People (Non School) Children & Young People (Schools)

Environment (excluding Fire & Rescue)

Is the position you are applying for a promotion / grade increase?

Yes No

Thank you for your co-operation. Please return the completed questionnaire with your application form.

Version: April 06