# Application Form

You are advised to read the [Guidance Notes for Applicants](https://www.huntingdonshire.gov.uk/media/2736/guidance-notes-for-applicants.pdf) available on our website before completing this application form as the decision to shortlist you for interview will be based on the information you provide on this form.

The advice is designed to help you complete the application form as effectively as possible, paying particular attention to the Supporting Statement.

Please return completed application to: [recruitment@huntingdonshire.gov.uk](mailto:recruitment@huntingdonshire.gov.uk)

If you have any problems completing this form or require an alternative method to apply for any of our positions, please ring the Recruitment Team on 01480 388060 or alternatively email above.

| Post Details |
| --- |
| Position applied for: |
| Where did you first see this vacancy advertised? |
| Are you a redeployee? (Internal applicants only) Yes  No |

| Personal Details |
| --- |
| First name:  Surname: |
| Home address:  Postcode: |
| Email address: |
| Contact telephone number(s): |
| Do you have a current full driving licence? Yes  No |
| Do you have use of a vehicle? Yes  No |

| Current or Most Recent Employment |
| --- |
| Employer’s name: |
| Employer’s address: |
| Position: |
| Salary: |
| Notice period: |
| Start date:  End date: |
| Reason for leaving: |
| *Please give a brief description of your duties/responsibilities. (If you are currently unemployed please give appropriate details of your last employment):* |

## Previous Employment

Please give details of employment, starting with your current/most recent position and working backwards. Please give an explanation for any gaps in employment and continue on an additional sheet if necessary.

| Name and address of employer | Date from | Date to | Position held | Details of duties/responsibilities and reason for leaving |
| --- | --- | --- | --- | --- |
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## Education, Training and Qualifications

If the person specification requires any qualifications, or you feel it would support your application, please give details and results of any relevant examinations taken; any work-based training courses and any further education you may have taken. You may be required to provide copies of certificates upon commencement of employment.

| School | Date(s) | Subjects | Grades/qualification |
| --- | --- | --- | --- |
|  |  |  | (Please list grades as well as qualifications) |
| College or University | Date(s) | Subject | Grades/qualification |
|  |  |  |  |
| Training | Date(s) | Subject | Grades/qualification |
|  |  |  |  |

## Supporting Statement

Please use this section to explain in detail how your experience meets the requirements of the job description and person specification. The key responsibilities of the role are outlined in the advert and job description and you should tailor your experience where possible, outlining how your experience to date matches these requirements. You may also consider transferable skills that may be relevant.

Please provide any additional information that you consider important in addition to any relevant experience, skills and knowledge you have. Please continue on a separate sheet if necessary.

|  |
| --- |

## Employment Status/Asylum and Immigration Act 1996

We can only employ people who are legally entitled to work in the UK.

|  |
| --- |
| I can confirm that I am entitled to work in the UK: Yes  No |
| Do you require a work permit? Yes  No |
| If you were offered a position with Huntingdonshire District Council would you continue to hold any other position? Yes  No |
| If Yes, please give post title, organisation and hours worked: |

## Convictions and Cautions

To be read in conjunction with the convictions and cautions section on the guidance notes for applicants.

| Have you ever received a caution, including conditional cautions, been convicted by a court of any offence, been reprimanded or given a final warning?  Yes  No |
| --- |
| Are there any current or outstanding criminal proceedings against you?  Yes  No |

## Relationships

| Do you have a close personal relationship or are you related to any employee or Councillor of this authority? Yes  No |
| --- |
| If Yes, please state name of person and relationship: |

## Disability

Under the Equality Act 2010 disability is defined as ‘A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’

| Do you consider that you have a disability? Yes  No |
| --- |
| If Yes, please give details of your disability: |
| Would you require any assistance or adjustments to help you participate in our recruitment and selection procedures? Yes  No |
| If so, please give details of how we could assist you: |

## Date Started in Local Government

| Have you worked for Huntingdonshire District Council before? Yes  No |
| --- |
| If Yes, what was your reason for leaving:  Dismissal  Redundancy  Resignation  End of temp contract |

Service with other local government employers counts towards your continuous local government service for certain terms and conditions (as long as there has not been a break between ending one job and starting the next)

| Have you previously worked in local government? Yes  No |
| --- |

If yes please give details of the previous local government positions you held below?

| Name of Local Government employer | Start date (DD/MM/YY) | End date (DD/MM/YY) |
| --- | --- | --- |
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## Breaks from Local Government

(Maternity/childcare/dependants)

| Have you previously worked in local government and taken a break from employment to raise a child and/or dependant? Yes  No |
| --- |
| If yes, please state length of break in months and years: |
| Have you had any permanent full-time employment during this period?  Yes  No |

## Privacy Notice

You can find the full details of our recruitment privacy notice using the below link [Recruitment Privacy Notice - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk/council-democracy/council-open-data-and-information/data-protection/privacy-notice/recruitment-privacy-notice/)

## Declaration

By naming and dating this application I confirm that all the information I have put in this form is true and accurate, and that I have read all the relevant sections of the application form guidance notes.

I also confirm that I have not directly or indirectly approached an Elected Member or employee of the Council to support me in making this application. I understand this could disqualify me as a candidate.

I understand that if I don’t tell you about relationships with any members or employees of the Council or neglect to tell you about criminal convictions as detailed in the Convictions and Cautions section and this is discovered after appointment, I could be dismissed without notice.

I also understand that satisfactory references, DBS disclosure (if appropriate), medical clearance, qualifications and evidence of the right to work in the UK are required. I understand if these checks are not met satisfactorily during my probation period, it will be deemed that I have failed to pass my probation and may be dismissed without notice.

**Name of applicant:**

**Date:**