**Application for Employment**

**Part B**

This section will be separated from Part A on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

**Personal Information**

|  |  |
| --- | --- |
| Surname or family name: |  |
| All previous surnames: |  |
| All forenames: |  |
| Title: |  |
| Current Address (incl postcode) |  |
| How long have you been resident at this address? |  |
| Telephone number(s) |  |
| Date of birth: |  |
| Email Address: |  |
| National Insurance Number: |  |

**Ethic Group**

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong. However, you are not obliged to do so.

**Please tick the relevant box**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WHITE | British |  | ASIAN | Indian |  |
|  | English |  |  | Pakistani |  |
|  | Welsh |  |  | Bangladeshi |  |
|  | Scottish |  |  | Other Asian background |  |
|  | Irish |  | CHINESE | Chinese |  |
|  | Other white background |  | OTHER |  |  |
| MIXED | White and Black Caribbean |  | NOT STATED |  |  |
|  | White and Black African |  |  |  |  |
|  | White and Asian |  |  |  |  |
|  | Other mixed background |  |  |  |  |

**References**

Please provide the names and addresses of two referees. Referees will NOT be contacted without notifying you first.

**Referee 1**

Referee 1 should be your last or present employer if possible.

|  |  |
| --- | --- |
| Name of referee: |  |
| Business/ Organisation Name: |  |
| Referee’s position e.g. Manager / Owner / HR |  |
| Business / Organisation address: |  |
| Referee’s email address: |  |
| Referee’s contact telephone number: |  |

**Referee 2**

This referee may be a business or personal referee. Please state this clearly below

|  |  |
| --- | --- |
| Name of referee: |  |
| Business/ Organisation Name (if applicable): |  |
| Referee’s relationship to you e.g. friend / colleague/ manager |  |
| Address: |  |
| Referee’s email address: |  |
| Referee’s contact telephone number: |  |

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| **Asylum and Immigration Act 1996** |
| It is an offence to employ anyone whose migration status prevents them from working in the UK. Upper Beeding Parish Council has an obligation under the Asylum and Immigration Act. Please confirm below, if selected for appointment, you will be able to provide a relevant document e.g., birth certificate or passport to meet this obligation prior to commencing any employment offered.  **YES / NO**  If No, please explain |
| **Rehabilitation of Offenders Act 1974** |
| You must declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you from consideration for this appointment.  Do you have any conviction, cautions, reprimands, warnings or bind-overs? **YES / NO**  If YES, you must record full details in a separate, sealed envelope marked with your name and ‘Confidential: Criminal Record Declaration’ and enclose it with your application. |

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| **Driving** |
| This position requires the applicant to hold a full UK driving licence.  Do you have a full UK driving licence? **YES / NO**  Do you have any current endorsements? **YES / NO**  If yes, please give details |

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| **Special Requirements** |
| Do you require any special arrangements to be made for your interview on account of a disability?  **YES / NO**  If yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during interview and thus meet our obligations under the Equality Act 2010  Do you have any health condition that affects your ability to carry out manual tasks)? **YES / NO**  If yes, please give details |

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| **Declaration** |
| I declare that all the foregoing details in this application are true to the best of my knowledge. I understand that if I knowingly provide false or withhold material information.  Signed : Date: |

**Data Protection Privacy Notice**

A copy of the Data Protection Privacy Notice for Applicants is attached for your information.