



# Application for Employment

**This document can be made available in other languages, on tape, in Braille, large print and in other formats. For more information please contact 01803 207369/207362**

Thank you for requesting an application form for a vacancy in Torbay Council. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes

Please note CVs will not be accepted  
All sections of the form must be completed  
Late applications will not normally be considered

Post Applied for:	
Job Reference No:	
Department:	Closing Date:

## Personal Details:

Title:	
First Name:	Last Name:
Address:	Daytime No (incl. STD code):
	Evening No (incl. STD code):
	Mobile No :
Post Code:	E-mail Address:

For posts requiring an enhanced Criminal Records Bureau check (CRB) and/or Independent Safeguarding Authority (ISA) registration, candidates MUST supply the following additional information, which will only be used for the purposes of identity verification when references are taken

Previous name/s (if you have any) or insert the word none:	
Date of Birth:	
National Insurance No:	





**Gaps in Employment or Training:** Please indicate and explain any gaps

Date From	Date To	Reason for Gap

Please continue on an additional sheet if necessary.

**Relevant Qualifications:**

Educational Establishment / College / University	From	To	FT/ PT	Exams passed and Qualifications gained including NVQs (include grades and date attained)

**Professional Membership / Registration:**

Professional Body	Membership Registration No	Membership Status	Date Entered / Awarded

**Relevant Training (e.g. short courses/ further development):**

Course	Date	Qualification (if appropriate)

Please continue on an additional sheet if necessary.



## Supporting Evidence:

Please indicate below why you are applying for this post:

Please say how your skills, knowledge and previous experience, whether paid or unpaid, community activities, domestic or family experience, are relevant to the post and how they meet the criteria on the person specification and job description:

*Supporting evidence continued*



**References:**

Please give the name and address of two referees from which the Council may seek information regarding your suitability for employment covering at **least the last 5 years** of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school / college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Please continue on a separate sheet if necessary

**For posts that require a CRB or ISA check**

If you are not currently working with children but have done so in the past, the second referee you supply should be from the most recent employer where you were employed to work with children or vulnerable adults

It is the Council's practice to take up references for short-listed applicants prior to interview unless you request otherwise

<b>REFERENCE 1</b>	<b>REFERENCE 2</b>
<p><b>If you do not wish this person to be contacted without prior consultation please put a cross in the box</b> <input type="checkbox"/></p>	<p><b>If you do not wish this person to be contacted without prior consultation please put a cross in the box</b> <input type="checkbox"/></p>
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
Relationship:	Relationship:
How long known?	How long known?
From:                      To:	From:                      To:

**Please provide details of additional references on a separate sheet of paper if necessary to cover the last 5 years of employment.**

For official use ONLY - section to be completed by Appointing Officer

**Verbal Verification –**

**A written reference must be verbally verified on receipt. This must be recorded below**

<b>Reference 1</b>	<b>Reference 2</b>
Name/Details of the person contacted:	Name/Details of the person contacted:
Date the verbal verification took place:	Date the verbal verification took place:
I have verbally verified this reference:	I have verbally verified this reference:
Signature:	Signature:
Date:	Date:



## Declarations:

### The Equality Act 2010

Torbay Council is an Equal Opportunities employer and are committed to our obligations as a Two Ticks employer. Disabled people are encouraged to apply. Disabled applicants who appear to meet the essential criteria of the person specification are guaranteed an interview

The Equality Act 2010 defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities” In order to meet our obligations as a two ticks employer (The Two Ticks symbol is awarded by Jobcentre Plus to recognize employers who have agreed to meet five commitments regarding the recruitment, employment, retention and career development of disabled people), please confirm whether you consider yourself to have a disability.

Yes  No  (please tick)

What is the nature of your disability?

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process.

Please provide details below of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview.



## Eligibility to work in the UK

Are you eligible to work in the United Kingdom and are you able to provide proof of this?

Yes  No

If you are currently working in the UK with Visa restrictions please provide the following information:

Visa Number	
Expiry date	

**The Immigration, Asylum and Nationality Act 2006** requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file

Are you in any way related to or have a personal relationship with the Elected Mayor, any elected member of the Council or employee of the Council?

Yes  No

If 'Yes' please give details below:

Name:

Relationship:

Job Title:

Soliciting support or information, which may be deemed to offer an unfair advantage, from the Mayor, any Elected Members or employees of Torbay Council in connection with this appointment will disqualify your application



**Declarations (continued):**

Do you have any convictions that are not spent under the **Rehabilitation of Offenders Act 1974**?

Yes  No

If 'Yes' please give details below or on an additional sheet if necessary

Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

Yes  No

If 'yes' please give brief details below or on an additional sheet if necessary

**For posts that require an enhanced CRB**

For positions that are included in the Exceptions Order to the Rehabilitation of Offenders Act 1974 and in respect to any regulated positions as defined by the Criminal Justice and Court Services Act 2000, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Criminal Records Bureau before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post

Please give details below, or if you prefer, on an additional sheet and attach it to this form in a sealed envelope marked "Confidential Disclosure"

**Safeguarding**

Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for. By signing this application form you are confirming your agreement/commitment.

For further information visit [www.swcpp.org.uk](http://www.swcpp.org.uk)



## Declarations (continued)

I confirm that I have read and understood the enclosures provided with this application form

I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the Council's decision to employ

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated

I declare that I have not canvassed any employee or Councillor either directly or indirectly in connection with this application

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998

### **Data Protection - Fair Processing Notice**

The collection, processing, maintenance and retention of any personal data which Torbay Council processes, is governed by legislation such as the UK Data Protection Act 1998, and by the Council's own policies and procedures. Torbay Council will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for a Torbay Council vacancy. The information given will be provided to Council employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur. If you are successful in your application for employment with the Council, then the application form will be kept on your personnel file for the duration of your employment

For information regarding how your personal data is used by the Council, please contact the Information Governance Team on 01803 207467. Please do not contact the Team for any information relating to your actual application or the application process

I note that the information provided on this application form may be held, further processed or verified, in accordance with the Data Protection Act 1998

Signature:

Date:

**Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration**

