



JOB APPLICATION FORM

Insert post details
Closing Date:

INVESTOR IN PEOPLE logo, POSITIVE ABOUT DISABLED PEOPLE logo, new deal logo

Please write in capital letters in black ink or type. Please do not include a CV.

Reference Number

Please refer to the accompanying guidance notes when completing your application.

PERSONAL DETAILS

Table with personal details: Surname, Forenames, Date of Birth, Address, telephone (Home, Business, Mobile), e-mail address, Postcode. Includes instruction: Please indicate preferred contact method

Please state where you saw the job advertised:

EDUCATION and QUALIFICATIONS

Table for Secondary education with columns: Subject, Qualification, Grade, Year Obtained

Further Education/Vocational/Professional Qualifications held: (continue on a separate sheet if necessary)

Subject	Qualification	Grade	Year Obtained

Qualifications currently being studied

Method of study	Level	Examination date

Membership of Professional Bodies

Institute	Grade of Membership, Membership Number	Enrolment date	Examination date	Expiry date

PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer:

Address

Post Held

Grade

Date of Appointment

Salary

Notice Required

Telephone Number

PREVIOUS EMPLOYMENT (most recent first)

Dates (month/year)	Employers name and address	Position Held/Grade	Reason for Leaving

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INFORMATION IN SUPPORT OF YOUR APPLICATION

Please read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. These may have been gained through paid employment, domestic responsibilities, voluntary/community work, spare time activities and training. Please state what qualities you are able to bring to the post, highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than two additional A4 sheets if necessary adding the reference number but not your name to each sheet).

REFERENCES

Wherever possible references should relate to current or previous employment or alternatively work experience. One referee **MUST** be from your current or most recent employer **OR** if in school, college or just completed education one referee must from school/college (the application will not be pursued without two referees supplied) NYCC reserve the right to request an alternative referee if that is deemed inappropriate.

Name

Name:

Address:

Address:

Tel No:

Tel No:

Fax No:

Fax No:

e-mail:

e-mail:

Occupation

Occupation:

I give/do not give permission to take up my references prior to an offer of employment being made

(delete clearly as appropriate)

I give/do not give permission to take up my references prior to an offer of employment being made

(delete clearly as appropriate)

I declare that the information contained in this application form is correct and understand that the Council will request to see proof of qualifications at the time of interview.

I consent to North Yorkshire County Council recording and processing the information detailed in this application. North Yorkshire County Council will comply with their obligation under the Data Protection Act 1998.

DECLARATIONS AND CONSENTS.

Are you related to any Member or employee of the County Council

Yes No

or

If you are applying to a school, are you related to a member of the School Governing Body

Yes No

If so, please give name(s) & relationship

I understand that canvassing of any Governors, Members or Officers of North Yorkshire County Council in connection with this appointment will disqualify me.

Have you ever been convicted of a criminal offence

Yes No

If yes, please give details on a separate sheet (please read notes of guidance before completing this section).

Do you hold a current driving licence? Yes/No

Do you have use of a car? Yes/No

What type of licence is it? (eg full, provisional, HGV, PSV)

Are there any dates when you would not be available for interview in the near future?

Please specify where you saw this advertisement.

Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process. North Yorkshire County Council will not retain application forms after six months from the date of appointment to the post. These will be destroyed confidentially.

Signature:**Dated:**.....

