

Applicant Surname (CAPITAL LETTERS):

Application Form



Please return your completed application form to:
Recruitment Team
Newport House
Hollycroft
Molrams Lane
Great Baddow
Chelmsford
CM2 7TL

Thank you for your interest in EssexCares.

The following information is necessary to ensure that full consideration can be given to all candidates. The information given will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections. The Declaration must be signed and can be found on the reverse of this form.

Section 1

Post details

Application for appointment as: _____

Division: _____

Location: _____

Post no: _____

Closing date: _____

Are you applying as a job share? _____

Yes

No

If so, are you applying with a sharer? _____

No

If yes, sharer's name: _____

How did you find out about this vacancy? _____

This document is available on request in large print or Braille, on audio tape or disk

Section 2

Personal details

Last name and title: _____ First name(s): _____

Date of birth: _____

Home tel no: _____ Home email address: _____

Mobile tel no: _____

Address: _____

Please tick the box if you **do not** wish to be contacted at work

Section 3

Present Employment (if currently employed)

Employer's name and address (if applicable): _____

Nature of business: _____

Job title: _____ Date appointed: _____

Grade: _____ Current salary: _____

Notice required: _____

Reason for leaving: _____

Section 4

Brief outline of duties in your current or most recent job.

Section 5**Previous Employment** Please list the most recent first and continue on a separate sheet if necessary

Employer:	From:	To:	Job Title:	Salary/Grade	Reason for leaving

Section 6**Breaks in Employment History**

If you have had any breaks in employment since leaving school, give details of these periods and your activities during these times eg unemployment, raising family, voluntary work, training, long periods of sickness etc.

Section 7

How many periods of sickness absence have you had over the last 2 years? _____

How many days in total? _____

Section 8**Mobility**

Do you have a valid driving licence? Yes / No _____

Do you have access to a vehicle which you are able to use for work purposes? Yes / No _____

If not, are you able to travel, for work purposes, by another means of transport? Yes / No _____

Section 9**Secondary School Education**

School(s):	From:	To:	Qualification/ subject obtained:	Grade:	Dates:

Section 10
Continuing Education*(University/College/Apprenticeships etc)
 Please list most recent first.

Educational Establishments:	From:	To:	Qualification/ subject obtained:	Level/ Grade:	Dates:

Section 11
Professional qualifications Including details of professional association membership
Section 12
Other relevant training and development activities attended in the last 5 years*

Brief description/Course title:	Date:	Organising Body:

*(Please list the most recent first and continue on a separate sheet if necessary)

Information in support of this application

Please use the job/role profile as a prompt to describe your experience, skills, and qualifications that make you suitable for this job. These may have been gained from your work experience, any voluntary or community work or any other organisation you may have been involved with. You should also ensure that any information submitted reflects your experience relating to the values and behaviour statements that are detailed in the job /role profile.

Section 14

References

Please give the names and addresses of two persons or companies to whom reference may be made. One referee must be your present employer or, if you are unemployed, your last employer, if applicable. The County Council operates an open reference system and employees may have access to this information

Name & Address: <input type="checkbox"/>	Name & Address: <input type="checkbox"/>
Position/Relationship:	Position/Relationship:
Telephone number:	Telephone number:
Fax number:	Fax number:
E-mail address:	E-mail address:

Notes: (i) Referees will be contacted before interviews unless otherwise requested(see below)
(ii) If either of your referees know you by another name please give details.

NB Please tick the boxes above only if you **do not** want your referees to be contacted prior to interview

Section 15

Job Interview Guarantee Scheme

Do you wish your application to be considered under the above scheme? Yes No

Section 16

Family Relationships

Are you related to any County Councillor or Senior Manager of the County Council? Yes No
If 'Yes', please state the name(s) of the person(s) and relationship (see notes below)

Failure to disclose a family relationship as above may disqualify you. Canvassing of County Councillors or Senior Managers of the Council by or on your behalf is not allowed.

Section 17

Declaration

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in disciplinary investigation by the County Council, and is likely to result in dismissal.

Signed:
Date:

Section 18

Correspondence

Thank you for applying for this post. Your interest in working for EssexCares is very much appreciated. It is not EssexCares practice to acknowledge receipt of applications. However, if you would like to be informed of the outcome of your application once the selection process has been completed, then please enclose a stamped addressed envelope.

Data Protection Act 1998

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed:
Date:

Recruitment Monitoring Information

Post no:

Post title:

Last name(s):

First name(s)

Date of birth:

EssexCares is committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and this section will be detached from your application form prior to shortlisting.

The categories below are in line with the 2001 census.

1. Ethnic origin

I would describe my ethnic origin as:

1. White

- British
- Irish
- Any other white background
- Please specify

2. Black or Black British

- African
- Caribbean
- Any other Black background
- Please specify

3. Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other Mixed background
- Please specify

4. Asian or Asian British

- Bangladeshi
- Indian
- Pakistani
- Any other Asian background
- Please specify

5. Chinese

- Chinese

6. Other ethnic group

- Other ethnic group
- Please specify

2. Gender

- Female
- Male

3. Marital Status

- Married
- Not Married

The information contained on this form will be held on a computer file



Achieving quality through equality

4. Disability Discrimination Act 1995

Before ticking the appropriate box below please first read the definition of disability.

Definition of Disability

The definition of disability, as outlined in the Disability Discrimination Act 1995 is as follows:

“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”.

To be protected under the Act,

- an individual must have an *impairment* which can be physical or mental
- it has to be *substantial*, that is something more than minor or trivial
- it needs to be *long term*, ie the impairment has lasted or is likely to last in total for at least twelve months or is likely to last for the rest of the life of the person affected

and

- it must *affect their day to day activities on a regular basis*.

The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:-

- mobility
- manual dexterity
- physical co-ordination
- continence
- ability to lift, carry or otherwise move everyday objects
- speech, hearing or eyesight
- memory or ability to concentrate, learn or understand

or

- perception of the risk of physical danger

I **do** consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above)

I **do not** consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above)

Data Protection Act

I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signed:

Date:

Job Interview Guarantee Scheme (JIGS) for Disabled Applicants

The Council operates a Job Interview Guarantee Scheme (JIGS) for disabled people. The scheme is part of our commitment to concentrate on the abilities of applicants for employment and not their disabilities, as we recognise that to categorise or stereotype disabled people does them a disservice personally and denies the organisation the potential to recruit the best person for the job.

What does JIGS involve?

Under the scheme, if you have a disability and you apply for a job with the County Council, you will be guaranteed an interview as long as you meet the essential requirements or standards for that job.

If you do not meet the expressed requirements, you will be offered a general advisory interview. The purpose of this interview will be to give you more information about the Council's employment opportunities and to discuss your qualifications, aptitudes and abilities in relation to them.

Please complete the section below if you have a disability and would like to participate in JIGS and return the form with your application.

A separate form should be completed with every application.

Name:

Post:

Reference Number:



I have indicated on the application form that I have a disability and wish to participate in the Job Interview Guarantee Scheme.

Under the Disability Discrimination Act 1995 disability is defined as a "physical or mental impairment which has a substantial and long-term effect on his/her ability to carry out normal day-to-day activities".

Is there any information you would like to provide in addition to that given on your application form?

Signed:

Date:

Information may be kept on computer or other relevant files.