

# KENT COUNTY COUNCIL

## Application for Employment

This form is also available on computer disk, audio tape and Braille.

Please complete using black ink or type.

**Job Applied for:**

**Reference No.:**

**Closing Date:**

**Where Did You See This Post  
Advertised:**

**Title and Last Name/Family Name:**

**First Name:**



## SOME GUIDELINES TO HELP YOU...

Our staff play a vital role in providing excellent services to the people of Kent. To help achieve this we will train you to do your job and encourage you to look for every opportunity to use your skills and abilities. This is your opportunity to tell us as much as possible about yourself and will help us make a fair decision in the selection process.

Please ensure that you complete **ALL** sections.

Your application will be treated in the strictest confidence.

### General Information About You

Home Address	Address for communications (if different)

Telephone No.  
Home:

Alternative Telephone  
No:

May we contact you here? Yes  No

May we contact you here? Yes  No

Email Address:

Do you have a current UK driving license (if applicable)? Yes  No

Do you have any current endorsements? Yes  No

If yes, please give details

If you are successful, when could you start this job?

Are you related to any County Councillor or senior employee of the Kent County Council?

Yes  No  If yes please give brief details.

Are you aware of any matter, which might call into question your integrity as an employee or bring you/or KCC into disrepute.

Yes  No  If yes please give brief details.

**Employment**

**Present or most recent employment details.**

Name and Address of Employer:

Job Title:  Salary:

Date started:  Date of leaving:   
(if applicable)

Main duties and responsibilities:

**Qualifications Achieved from Secondary, Higher and/or Further Education**

School/College/University attended	Qualifications (include GCSE/O levels, A levels or equivalent, NVQ's, work based courses and any further education)	Grade & Year taken (if any)

**Previous Employment:**

You must explain any gaps in your job history. Please use a separate page if necessary. **Please give details of all employment.**

Name and full address of Employer	Dates	Job Held

## Membership of Professional Organisations and Institutions

Name	Date achieved	Membership status	By examination (Yes/No)

## Other Skills and Interests – including languages (spoken/written), computers, etc.

(Please include details of any public duties, community or voluntary work experience)

## Your Health

Are you in good health?    Yes       No       If no, please give details.

## National Insurance Number

(You can obtain this information from the Department of Social Security)

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If appointed, you will be required to produce documentary evidence of your National Insurance number before you take up the post. If you do not have this, you will be asked for alternative documentation to show that you are allowed to work in the UK.

## Referees

Give details of two people to whom you are not related and to whom a request for a reference can be made; one should be your current employer, or if you are currently unemployed, your last employer. In the case of school / college / university leavers, your tutor. In certain circumstances a reference may be requested from any of your previous employers after obtaining your consent.

### Reference 1

Name:

Relationship  
to you

Address:

Tel. No:

### Reference 2

Name:

Relationship  
to you:

Address:

Tel. No:

May we contact prior to interview?

Yes  No

May we contact prior to interview?

Yes  No

## Criminal Offences

If the post you have applied for is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (refer to job description), you must disclose details of any spent or unspent cautions or convictions. Appointment to posts exempt from the ROA will be subject to the successful candidate obtaining an enhanced disclosure from the Criminal Records Bureau to KCCs satisfaction. For all other posts, only unspent cautions or convictions need to be disclosed.

Details of any relevant cautions or convictions:

## Reason for Application

Please say why you would like this job.

Using the job description and person specification as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post. Please use a continuation sheet if you require.

I understand that any employment, if offered, will be subject to the information on this form being correct, and I can confirm that no valid information has been wilfully withheld. I understand that if I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

Signed:  Date:

If you are returning this application form by post, please sign and date. If returning by email you will be asked to sign a copy of this document before any offer of employment is made.

I hereby give my consent for KCC to keep on file information (including health and equalities data) from this form and any attached documents. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. All information will be dealt with in accordance with data protection legislation.

Signed:  Date:

**CONFIDENTIAL**



# EQUAL OPPORTUNITIES MONITORING FORM



Kent County Council is committed to developing and implementing its Equal Opportunities policy. The Council recognises that discrimination occurs in employment (on the basis of race, gender, age, sexual orientation and disability) and seeks to ensure recruitment and selection is carried out fairly. In order to identify possible discrimination, the Council monitors applications for jobs. You are asked to assist us by completing the following information.

I would describe myself as (please tick one of the boxes below)	
<b>ETHNIC GROUP</b>	
<b>White</b>	
British	0
Irish	0
Any other White background (please specify)	
<b>Mixed</b>	
White and Black Caribbean	0
White and Black African	0
White and Asian	0
Any other mixed background (please specify)	
<b>Asian or Asian British</b>	
Indian	0
Pakistani	0
Bangladeshi	0
Any other Asian background (please specify)	
<b>Black or Black British</b>	
Caribbean	0
African	0
Any other Black background (please specify)	
<b>Chinese or other Ethnic Group</b>	
Chinese	0
Any other ethnic background (please specify)	
Male <input type="checkbox"/> Female <input type="checkbox"/>	

<b>Name:</b>		<b>Date of Birth:</b>	
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**NOTE: This section is removed before shortlisting and destroyed after monitoring, and will be treated in the strictest confidence.**



## DISABILITY STATEMENT



Kent County Council aims to be a fair employer and is committed to equality of opportunity for disabled people. Applications from disabled people are welcome. All disabled applicants who meet the essential criteria will be guaranteed an interview. At interview, we have a policy of providing appropriate access and equipment to ensure that disabled people are considered on an equal basis. If you would like any further assistance or advice about this application we will try to help.

In order to help us fulfil our aims, please answer the following questions:

1. Do you consider yourself to be disabled?

Please tick box                      Yes                          No   

If yes, do you consider yourself to be disabled under the terms of the Disability Discrimination Act?

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term adverse affect on an individual’s ability to carry out normal day-to-day activities.”

Please tick box                      Yes                          No   

2. Is there anything you would particularly like to tell us about your disability?

3. If you wish us to arrange for any of the following to be available, if you are called for an interview, please tick.

induction loop or other hearing enhancement

sign language interpreter (please state type)

Keyboard for written tests

someone with you at the interview (e.g. advocate or facilitator)

Assistance in and out of vehicle

accessible car parking

Wheelchair access

accessible toilet

Other assistance (please specify)

This section will be used by the recruitment team to support the recruitment and interview process. It will be treated as confidential.

**Thank you for providing this information.  
Please return this form with your application form.**