



South Lakeland District Council Employment Application Form

The council has a strong commitment to equality and in 2010 was awarded the "Achieving" level of the Equality framework. This supports our aim to ensure that all of our citizens, employees and job applicants are treated equally irrespective of disability, religion or belief, ethnic origin, age, sexual orientation, social economic status or gender.

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Please answer all questions, complete and return the enclosed Equal Opportunity Monitoring Form. This will not be used in the selection process.

Please Note: Curriculum Vitae will only be accepted as an addition to the completed form.

Application for employment as:

Job Title:

Personal Details

Surname:

Forenames:

Address:

Post Code:

Telephone Numbers Home:..... Work:..... Mobile:.....

Preferred Contact Number

Home / Work / Mobile

Email Address

National Insurance No:

Will this be your only employment if successful? **YES/NO**

If **NO** please give brief details:

Current or Last Employment

Employer's name:

Position held:

Employer's address:

Date started:

Telephone:

Date finished / Notice period:

Reason for leaving:

Salary:

Other benefits:

Brief description of duties, responsibilities etc:

Previous Employment - Please list most recent first

From	To	Name and address of employer	Position held	Salary/Benefits Package
Reason left				
Reason left				
Reason left				
Reason left				

Education, Vocational Training and Qualifications

(Originals of relevant certificates should be supplied at interview stage)

Establishment	Examinations, qualifications, grades and achievements

Additional Training

Please indicate any training you have received including dates, names of courses and any certificates, licences or memberships obtained. Where appropriate we will use this information as evidence of continuous professional development.

Further Details to Support Your Application

Include details of experience and skills which relate to the requirements of the Job description and Person specification.

Driving Licence

Do you possess:

1. Ordinary Licence	YES / NO	If YES state:	2. HGV Licence	YES / NO	If YES state:
Renewal Date:		Renewal Date:	
Groups		Classes:	
Do you have any current endorsements	YES / NO		Do you have any convictions	YES / NO	
If YES please give details			If YES please give details		
.....				
.....				

LICENCES WILL BE EXAMINED AT INTERVIEW

Have you any convictions not regarding as "spent" under the Rehabilitation of Offenders Act 1974?

If "yes", describe the offence and date of conviction.

Are you related to any Councillor or Officer of this Council or the partner of such persons? **YES / NO**

"Related" means parent, godparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece (failure to disclose may lead to disqualification).

If yes, please give details (e.g. name, position held, relationship)

Referees

Your first referee should be your present or last employer from whom a reference will be sought if you are shortlisted, unless there is a request from you not to do so. This reference will in any case be taken up prior to appointment. Please give details of a further person to whom reference may be made.

Name	Name
Description	Description
Address	Address

Post Code	Post Code

I certify that the information given above is accurate and factual.

Signed	Date:
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EQUALITY MONITORING FORM (completion of this form is voluntary)

South Lakeland District Council is committed to ensuring an excellent quality of service and equal access to employment opportunities for all. To help us to achieve this, please complete the questions below. If you choose not to answer these questions it will not make any difference to the service you receive.

The information you provide is anonymous. Responses will be used to provide statistical information for the council to check the fairness of any services you receive.

Please tick boxes as appropriate:

1. Ethnicity

Do you consider yourself to be:-

		Tick			Tick
White	British		Mixed	White & black Caribbean	
	Irish			White & black African	
	Gypsy Traveller / Romany			White and Asian	
	Irish Traveller			Any other Mixed background, please state	
	Polish				
	Lithuanian				
	Other White EU		Black or black British	Caribbean	
	Any other white background			African	
	Please state.....			Any other black background please state	
Asian or Asian British	Indian		Chinese or other Ethnic groups	Chinese	
	Pakistani			Philippine	
	Bangladeshi			Other.....	
		Any other Asian background Please state.....		Undeclared	

2. Disability

Do you consider yourself to be:

Not Disabled	
Disabled - Long term limiting condition that affects health	
Disabled - Long term limiting condition that does not affect health	
Undeclared	
Other	

3. Gender

Are you:

Male	
Female	
Transgender	
Undeclared	

4. Age

Are you:

16-24		45-59	
25-34		60-74	
35-44		75+	
		undeclared	

5. Sexuality

Do you identify as:

Heterosexual	
Gay	
Lesbian	
Bi-sexual	
Undeclared	

6. Religion / belief

Are you:

Buddhist	
Christian	
Hindu	
Jewish	
Muslim	
Sikh	
Non-religious	
Other, please state	
.....	
Undeclared	

7. Marital Status

Are you:

Married (inc. separation)	
Single (inc. divorced or widowed)	

8. Employment

Are you:

Currently in paid employment?	YES	NO	With South Lakeland District Council?	YES	NO
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9. Where did you see the post advertised? _____

If you would like this form in an alternative format, or would like help in completing the form, please contact a member of staff.

Andrea Wilson
Human Resource Services Manager

South Lakeland House
Lowther Street
Kendal
Cumbria LA9 4UQ

Tel: 01539 733333
Fax: 01539 797753
www.southlakeland.gov.uk

Contact: Vikki Thomas

Ext: 7400

Dear Applicant

Thank you for your interest in employment with South Lakeland District Council.

Completed applications should be submitted to The Human Resources Group, South Lakeland District Council, South Lakeland House, Lowther Street, Kendal, Cumbria, LA9 4UQ no later than Monday at 12 noon on the closing date (see advert). Applicants who submit an electronic application and are called to interview will be required to sign the application form at interview. Unfortunately, we are unable to respond to each completed application form returned to us. Only the candidates selected for interview will be contacted again. If you have heard nothing from the Authority within three weeks of the closing date specified in our advertisement, please assume that you have been unsuccessful in reaching the shortlist.

If you are successful in reaching the shortlist, then references may be taken up. They will certainly be taken up if an offer of employment is made.

If you would like an acknowledgement that your application has been received, please send a self-addressed envelope with your application or alternatively ask for confirmation of receipt at the time of emailing your application.

If you have any queries about your application or the recruitment process, please do not hesitate to get in touch with the Human Resources Group on 01539 733333 ext 7400.

We look forward to receiving your application.

Yours sincerely



Andrea Wilson
Human Resource Services Manager