



INVESTOR IN PEOPLE

# APPLICATION FORM

FOR OFFICE USE  
Date acknowledged

**POSITION**  **Appt.No:**

Where did you see the job advertised ?

**PERSONAL DETAILS (Please print clearly)**

**SURNAME**  **INITIALS**

**PRIVATE ADDRESS**

**POST CODE**  *Please tick this box if you do not wish to be contacted at work*

**PRIVATE TELEPHONE**  **WORKPLACE TELEPHONE**

**EMPLOYMENT RECORD** Please list the names and addresses of your present and/or previous employers (most recent first), providing the information indicated and ensuring that any breaks in employment are accounted for.

Name and address of employer	Length of employment (in years / months)	Job Title Key duties & responsibilities	Final Salary	Reason for Leaving

## EDUCATION AND QUALIFICATIONS

Please give the names and dates of schools and further/higher education establishments attended since age 11, and the details of all public examinations passed / qualifications gained. Also include details of any qualifications gained independently through private study, correspondence, etc.

Establishment attended (state whether school, college, etc)	Qualifications gained / Examinations passed (you will be required to produce certificates for qualifications deemed to be essential in the job specification if appointed)

Please provide details of any other training you have undertaken that is relevant to this application including vocational and non-qualification courses.

**Membership of Professional Body.** Please state the name of any professional bodies or institutions to which you belong together with the grades of membership and date of election.

## GENERAL INFORMATION

When could you start or what period of notice are you required to give?

Are any of your close relatives Members or employees of Tonbridge & Malling Borough Council? YES / NO

Have you applied for a job with this Council before? YES / NO  
If YES, when was this and what job did you apply for?

Have you ever been convicted of a criminal offence? YES / NO

If YES, please give full details on a separate form. A criminal record is not necessarily a bar to obtaining a job offer. You need not include motoring convictions unless your driving license has been withdrawn as a result, and you need not include convictions which are "spent" under the Rehabilitation of Offenders Act, 1974. If you are applying for a job which has substantial access to children (as indicated in the job advertisement or support recruitment literature) a Criminal Records Disclosure will be requested and you will have to declare all convictions.

Are you in good Health? YES / NO

How many days sickness have you had in the past 12 months?

(Applicants need to be aware that this question will be asked of referees/previous employer.)

If your answer to the above is more than 5 days, please give details of the length and frequency of any absences in the past 2 years on a separate sheet. Please be assured that this will not be taken into account in deciding whether or not you should be granted an interview, without further reference to yourself.

## REFERENCES

Any offer of employment will be subject to our receipt of references satisfactory to us, normally from your present and/or most recent previous employer. Please give details below of the appropriate person we can contact for a confidential assessment of your suitability for this position. *Also, please indicate at what stage of the process we may approach your referees.* (Please be aware that we will be asking your referees about your attendance and sickness absence record.)

Present/Most Recent Employer

Second Referee (preferably a previous employer)

Referee \_\_\_\_\_

Referee \_\_\_\_\_

Job Title/Relationship \_\_\_\_\_

Job Title/Relationship \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Contact Now  
On being shortlisted for interview  
On being offered post  
(Delete as appropriate)

Contact Now  
On being shortlisted for interview  
On being offered post  
(Delete as appropriate)

## SUPPORTING INFORMATION

With reference to the Person Specification, please explain how you meet the essential criteria specified and give your reasons for applying for this post. Highlight any experience, skills or qualifications that you think may support your application and any information of which we should be aware when considering you for employment. If you are currently employed, please state why you wish to leave your present position.

Please give details of any special responsibilities or achievements in your present or most recent employment that might be relevant to this application. School and college leavers should provide details of achievements during their academic careers. Those returning from a career break may wish to highlight any relevant unpaid activities that they have undertaken whilst not employed.

(continue your answers to the questions on this page on a supplementary sheet if necessary)

## DECLARATION

To the best of my knowledge and belief the above statements are true and I understand that withholding or mis-stating the facts called for above may be the cause for refusal or termination of employment with the Council. I also understand that no offer of employment made to me will be binding unless confirmed in writing and that any offer will be subject to the Council's satisfaction with medical reports and references. I confirm that I am legally entitled to be employed in the United Kingdom.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_

*Upon completion return this form to :* **The Personnel Manager, Tonbridge and Malling Borough Council,  
Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent ME19 4LZ.**

This council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. See [www.tmbc.gov.uk/DPNotice](http://www.tmbc.gov.uk/DPNotice) for further information.

# Equal Opportunity Recruitment Monitoring Questionnaire



It would help us if you could take a few moments to answer the following five questions. The data will be kept securely and will only be used to assist in the monitoring of the Council's Equal Opportunities initiatives. We will ensure that this questionnaire is separated from your application form on receipt and that the information remains confidential.

Please circle your response like this :



**Q1** What is your **sex**?

Male

 M

Female

 F

**Q3** Are you **disabled**?

Yes

 Y

No

 N

**Q2** What is your **age group**?

under 18

 1

18-29

 2

30-39

 3

40-49

 4

50 – 59

 5

60-65

 6

over 65

 7

**04** What is your **religion or belief**?

Christian

 1

Buddhist

 2

Hindu

 3

Jewish

 4

Muslim

 5

Any other religion

(please specify)

Sikh

 6

Prefer not to say

 7

None

 8 9

Please continue overleaf .....

Q5 What is your **ethnic background**?

**A**

**White**

British

Irish

Any other White background (please specify)

**B Mixed**

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background (please specify)

**C Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background (please specify)

**D Black or Black British**

Caribbean

African

Any other Black background (please specify)

**E Chinese or other ethnic group**

Chinese

Any other (please specify)

**F Prefer not to say**

Your Name (First and Surname)

**Please return this form with your Job Application Form. Thank you.**

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