

# APPLICATION FOR EMPLOYMENT WITH THE COMMUNITY COUNCIL OF DEVON

### Equal Opportunities

The Community Council of Devon intends to ensure that no employee or job applicant should receive less favourable treatment than another on the grounds of race, colour, nationality, ethnic or national origins, religion, gender, sexual orientation, disability, age, marital status, domestic responsibilities, political or trade union activity or other forms of discrimination. Its recruitment practices will exclude all assumptions, preferences or judgments that are not job-related. Information provided by applicants will be treated as confidential

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| Please return this form to address given in Advertisement or Application Pack | |
| Application for the post of | Personal Assistant to CEO and Directors |
| Closing Date | 9:00am on Thursday 25th July 2019 |
| Interview Date | Friday 2nd August 2019 |
| How did you hear about this job? |  |

## Part A: Personal Details (Block capitals please)

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| --- | --- |
| Family Name / Surname |  |
| Previous Name(s) |  |
| Forename(s) |  |
| Known Name:  (If different from Forename) |  |
| Preferred Title  (Eg. Mr, Mrs, Miss, Ms, Dr) |  |
| Current Address  (Please include Postcode) |  |
| National Insurance Number |  |
| Preferred Contact Telephone Number |  |
| Alternative Telephone Number  (If available) |  |
| Email Address  (If preferred method of communication & in regular use) |  |
| Date of Birth (See note\* below) |  |
| \*Date of birth need only be disclosed if the post involves working with children or vulnerable adults. | |

## Part B: Present (or most recent) Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address  of Employer |  | | |
| Job Title |  | | |
| Start Date |  | Notice required or date left |  |
| Salary |  | If part-time, please give hours per week |  |
| Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving: | | | |
|  | | | |
| Please explain why you are applying for this post at this time: | | | |
|  | | | |

## Part C: Employment History (most recent first)

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| --- | --- | --- | --- |
| Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer. | | | |
| Name & Address of Employer | Dates From/To  (MM/YY) | Job Role | Final Salary and Reason for Leaving |
|  |  |  |  |

## Part D: Academic, Professional and Vocational Qualifications

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| --- | --- | --- |
| Exams Passed (Level)  Qualifications & Memberships  (Most Recent First) | Grade and  Date  Achieved\* | Name of Educational Establishment and/or Professional or Awarding Body |
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**\***For posts working with children/vulnerable adults you must provide all dates.

## Part E: Training/Continuing Professional Development

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| --- | --- | --- |
| Please give details of relevant training/development activities. | | |
| Training Course and Organiser or Development Activity | Time spent | Outcome - Grade Achieved  (Where applicable) |
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## Part F: Personal Statement

You may continue on a separate sheet if you need to.

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| **Knowledge and Skills**: Referring to the person specification and main tasks, provide examples of how you have demonstrated the key requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.) |
|  |
| **Personal Attributes:** Please describeways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification. |
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## Part G: Supplementary Information

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| **Personal Transport:** For posts which involve travel away from normal place of work: | |
| Are you willing and able to travel to meet the requirements of the post? *(Delete as appropriate)* | Yes / No |
| Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel: | |
|  | |
| **Positive About Disability:** We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly. | |
| Do you consider yourself to have a disability? *(Delete as appropriate)* | Yes / No |
| If “yes” and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have? *(Delete as appropriate)* | Yes / No |
| **Disclosure of Criminal Offences:** The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’ | |
| Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not ‘spent’: | |
|  | |
| If the information sent to you highlights that the post requires a Disclosure Certificate, the Rehabilitation of Offenders Act does not apply in this case. Therefore, please give details, including dates and places, of any ‘spent’ convictions, cautions and bind-overs. Please also detail if you are on List 99, the PoCA List, disqualified from working with children or vulnerable adults or subject to sanctions imposed by a regulatory body such as the General Teaching Council or General Social Care Council: | |
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**PART H: REFERENCES AND DECLARATIONS**

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| **References:** Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations, or people who know you solely as a friend. If you do not wish your current employer to be contacted prior to interview please indicate this in the box below  🞹 If you are applying for a post working with children, young people or vulnerable adults **all** references will be requested before interview | | | | | |
| **If you are applying for a post working with children or vulnerable adults**  Your first referee must be a manager representing your current/most recent employer. If this post has not involved working with children or vulnerable adults but a previous post has, that previous employer must be given as your second referee. This applies even if you have done other work in between. | | | | | |
| Name of first referee | | |  | | |
| May we contact this referee prior to interview (see 🞹 above) | | | Yes / No (Delete as appropriate) | | |
| Job Title of Referee | | |  | | |
| Name of organisation | | |  | | |
| Address (Including Postcode) | | |  | | |
| Email address if available | | |  | | |
| Daytime telephone number | | |  | | |
| Relationship to you (eg supervisor, tutor) | | |  | | |
| Dates of your employment | | | From: / To: / | | |
| **Name of second referee** | | |  | | |
| Job Title of Referee | | |  | | |
| Name of organisation | | |  | | |
| Address (Including Postcode) | | |  | | |
| Email address if available | | |  | | |
| Daytime telephone number | | |  | | |
| Relationship to you | | |  | | |
| Dates of your employment | | | From: / To: / | | |
| **Declaration of Interest:** Please note that canvassing support of Trustees, Members or Senior Officers of The Community Council of Devon can lead to disqualification of your application. | | | | | |
| Do you have family or close relationships with any individuals involved in an aspect of the recruitment process or with any Elected Member or Senior Officer of The Community Council of Devon? Yes / No | | | | | |
| If yes, give name: | |  | | | |
| Position: | |  | | Relationship: |  |
| **DATA PROTECTION ACT 2018**  Information from this application may be processed for any purposes registered by The Community Council of Devon under data protection legislation. The information that you supply in your application is confidential; however, it will be disclosed to those persons authorised to see it and be used for selection purposes. The information from successful candidates will be retained on the personnel file for payroll and administrative purposes; information held about unsuccessful applicants is destroyed after 3 months. This information may be disclosed to Government Departments where there is a legal obligation to do so.  All individuals have the right to access their own personal data held by the Community Council of Devon. | | | | |

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| Declaration | | | |
| * I confirm that I am entitled to live and work in the United Kingdom. * I am willing for this data to be held and processed by The Community Council of Devon and to be verified with relevant third parties. This may include previous employers. * The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, where appropriate, may be referred to the police. | | | |
| Signed |  | Date |  |
| If you apply online and are shortlisted, you will be asked to sign your application at interview. | | | |