



# APPLICATION FOR EMPLOYMENT

Babergh District Council  
 Corks Lane, Hadleigh,  
 Ipswich IP7 6SJ (01473) 826622  
 Minicom No.: (01473) 825878 Fax: (01473) 825742  
 Email: [hr@babergh.gov.uk](mailto:hr@babergh.gov.uk)

POST TITLE		POST NO.		
SERVICE DIVISION				
PERSONAL	SURNAME		FORENAMES	
	TITLE: MR MRS MISS MS OTHER – Please State:			
	ADDRESS			
	TELEPHONE: HOME		BUSINESS	EXT
	MOBILE PHONE		EMAIL	
	May we contact you at work? YES/NO			
	SECONDARY & FURTHER EDUCATION (Please include details of any current studies)			
EDUCATION/TRAINING	SCHOOL/COLLEGE/ UNIVERSITY	SUBJECT/COURSES STUDIED	LEVEL/ GRADE OBTAINED	
	DETAILS OF ANY OTHER TRAINING OR QUALIFICATIONS (INCLUDING DATES) AND MEMBERSHIP OF PROFESSIONAL BODIES			

PRESENT EMPLOYMENT	NAME AND ADDRESS OF CURRENT/MOST RECENT EMPLOYER			
	JOB TITLE		SALARY	
	From ..... To .....		REASON FOR CHANGE	
	NOTICE REQUIRED			
	Please give brief details of your duties and responsibilities in this post			
PREVIOUS EMPLOYMENT	EMPLOYER AND NATURE OF BUSINESS	JOB TITLE	DATES	REASON FOR LEAVING

ADDITIONAL INFORMATION

Please provide below any other information you think will be useful in assessing your application e.g. details of previous related experience, special interests, aptitudes etc. Use additional sheet(s) if necessary.

LEISURE

Please give details of your leisure interests and activities

REFERENCES

Name and addresses of two persons to whom reference may be made, (one of whom must be your present/most recent employer who knows you in a managerial/supervisory capacity)

<p>1. .... <input style="float: right;" type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Tel No. ....</p>	<p>2. .... <input style="float: right;" type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Tel No. ....</p>
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Please enter an 'X' in the relevant box if you do not wish referees to be contacted prior to interview.

REHABILITATION OF OFFENDERS ACT 1974	<p>Have you ever been convicted of a criminal offence? YES/NO If yes, what was the nature of the offence?</p> <p>Have you any charges pending at present? YES/NO If yes, what is the nature of the offence?</p> <p><i>Note: Spent convictions should not be included unless you are applying for a position where a conviction can never become "spent", i.e. a position which allows substantial access to children or elderly people.</i></p>
DISABILITY DISCRIMINATION ACT 1995/MEDICAL	<p>How many working days have you lost through illness during the past 2 years? <input type="text"/></p> <p>Do you have a health problem or a disability which is relevant to your job application? YES/NO If yes, please give details.</p> <p>Do you require any special arrangements to enable you to attend an interview? YES/NO If yes, please give details.</p> <p><i>It will be a condition of any offer of employment the Council may make that you undergo a medical examination if required.</i></p>
MISCELLANEOUS	<p>Do you hold a current full driving licence? YES/NO Do you have access to a car for work? YES/NO Do you have a leased car? YES/NO</p> <p>Do you have any other paid employment? If yes, please give details. YES/NO</p> <p>Are you related to any employee or Member of this Council? YES/NO If yes, please give details</p> <p><i>Note: Canvassing of members of this Authority either directly or indirectly in connection with any appointment will disqualify the candidate.</i></p> <p>How did you learn about this vacancy? <input type="text"/></p> <p><i>We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information for the same purposes with other organisations which handle public funds. If you would like your application to be acknowledged, please complete your name and address on the enclosed post card (no stamp needed) and return with this application form.</i></p>
ASYLUM & IMMIGRATION ACT 1996	<p>It is important to note that the successful applicant will be required to prove his/her entitlement to work in the UK before an offer of employment can be made. Normally, a P45, P60, payslip or NINO card will be sufficient to prove this. If you have any queries about your entitlement to work in the UK please contact the Corporate Services Division.</p>
DECLARATION	<p>I declare that all statements contained in this application are true. I understand and acknowledge that should I knowingly make a false statement in my application for employment I may, if appointed, be liable to have my contract of service terminated.</p> <p>Signed ..... Date.....</p>