

# BUCKINGHAMSHIRE COUNTY COUNCIL APPLICATION FORM



PLEASE COMPLETE USING BLACK INK OR TYPE.

<b>APPLICATION FOR THE POST OF:</b>		APP 2 - POLICE CHECK
<b>SERVICE:</b>	<b>JOB REF. NO:</b> (where available)	
<b>SURNAME:</b>	<b>FORENAME(S):</b>	
<b>TITLE:</b>	<b>Please give details of any previous surnames:</b>	
<b>ADDRESS FOR CORRESPONDENCE:</b>	<b>TELEPHONE NUMBERS</b>	
<b>POSTCODE:</b>	<b>HOME:</b>	
<b>E-MAIL ADDRESS:</b>	<b>WORK:</b> May we contact you at work?	
	<b>MOBILE:</b>	
	<b>NATIONAL INSURANCE NUMBER:</b>	

## Employment History

<b>PRESENT OR MOST RECENT EMPLOYMENT</b>	
<b>Name &amp; address of employer:</b>	<b>Job title and summary of main duties:</b>
<b>Nature of business:</b>	
<b>Date of appointment:</b>	<b>Salary Scale and Current Salary:</b>
<b>Reasons for leaving (if applicable):</b>	<b>Notice required:</b>

<b>PREVIOUS EMPLOYMENT</b>				
Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.				
Employer's name and address	From Month / Year	To Month / Year	Job title and summary of main duties	Reasons for Leaving

<b>Please give details of any gaps in your employment history?</b> None
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## Qualifications and Training

### EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary) Evidence of qualifications may be requested.

School, College, University	Examination, course (with dates)	From	To	Result/Qualifications gained

### INSERVICE TRAINING Give details of the most recent, relevant courses attended and indicate any awards earned.

Course Title	Provider	Duration	Dates

## References

Give details of two people who have knowledge of you in a working / educational environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. It is the normal practice for references to be obtained before any formal interview.

If you were known to either of your referees by another name please give details:

**Can references be taken up prior to interview with:**

**Your first referee:**

**Your second referee:**

1.  
**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_

2.  
**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Tel:** \_\_\_\_\_

**In what capacity does the above know you?**

**In what capacity does the above know you?**

## Achievements, Personal Qualities and Skills

Please use this section to say why you are applying for this position. Give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. To help you complete this section, please refer to the applicant's information pack.

Please continue, if necessary, on a further sheet, which must be attached securely to this form.

## Additional Information

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK?
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?

If so, please give details:

3. Do you hold a full current driving licence?
4. Are you able to travel to different locations across the County?
5. Are you a relative or partner of any County Councillor, or employee of this authority?

If YES, please state name of person and relationship:

6. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview:
7. Date of Birth:
8. Where did you see the advertisement for this post? If seen on the internet on which site?
9. How many working days have you lost due to sickness absence over the past twelve months?

## Criminal Convictions – Rehabilitation of Offenders Act 1974

Buckinghamshire County Council aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). As Buckinghamshire County Council meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment in posts involving access to children, vulnerable adults or positions within the legal and financial field, will be subject to a criminal record check from the Criminal Records Bureau before they can commence employment. This will include details of cautions, reprimands or final warnings, as well as convictions. **This means that you are required to declare any convictions, cautions or reprimands which you may have, even if they would otherwise be regarded as 'spent' under this Act, and any prosecutions pending against you.** Failure to disclose this information could result in disciplinary action, or dismissal by the Authority. Any information will be treated in complete confidence.

I have read the above notes on Criminal Convictions and agree to a criminal record check being made by the Criminal Records Bureau if I am offered the position for which I am applying. I understand that I will not be able to commence employment until this check has been satisfactorily cleared. I also understand that the position is covered under the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975) and, consequently, no criminal conviction, caution, reprimand may be considered 'unspent'.

Do you have any criminal convictions, cautions, bind-overs or prosecutions pending against you? YES  NO

**If you answer yes**, please provide details of any convictions, cautions, bind-overs or prosecutions pending in a sealed envelope. The envelope will only be opened and considered if you are successfully short-listed for interview. If you are not selected for interview the envelope will be returned to you unopened.

I have provided details in a sealed envelope

**Signed** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

A copy of the Rehabilitation of Ex-offenders Policy is available from the Organisational Development and Human Resources Department

## Declaration

I agree that any offer of employment with Buckinghamshire County Council is subject to satisfactory evidence of the right to work in the UK, satisfactory references and medial and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that Buckinghamshire County Council may hold and use personal information about me for personnel reasons and to enable the organisation to keeping touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the County Council.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please note, you will be asked to sign this form if you are invited to an interview.

Please email your completed form to [applications@buckscc.gov.uk](mailto:applications@buckscc.gov.uk). If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

## Recruitment Monitoring



Buckinghamshire County Council operates a Diversity Policy and is committed to appointing the best candidate, on the basis of their ability to do the job.

The Codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that discrimination does not occur within our recruitment and selection process.

The information you give is confidential and is used for monitoring purposes only.

**Application for the post of:**

**Job Reference No:**

**Full name:**

**Gender** (please select as appropriate) Female

Do you consider yourself to have a disability?

If yes, what is the nature of your disability?

Are you currently employed by the County Council?

## How would you describe yourself?

These categories of ethnic origin are recommended by the UK Equal Opportunities Commission as the most appropriate for the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case, please use the last box. \* Please define.

**Please tick the appropriate box to indicate your cultural background:**

### White:

British

Irish

Other

### Mixed:

White and Black Caribbean

White and Black African

White and Asian

Mixed Other

### Asian or Asian British:

Indian

Pakistani

Bangladeshi

Asian Other

### Black or Black British:

Caribbean

African

Black Other

### Chinese or Other Ethnic:

Chinese

Chinese Other

Other Ethnic Group