



South Hams  
District Council

# South Hams District Council

"To improve the well-being of the people of the South Hams"

## Application for Employment

Post:		Office Use Only	
		Ack:	
Group:		Int. Lt.	
		Int. Dt.	
		Time:	
Grade:		Ref's:	
	Post No:	U/S Lt:	

Personal Details	
Surname (BLOCK LETTERS): Initials: Address (BLOCK LETTERS):  Postcode:	Telephone Numbers: Home: Daytime: Mobile: Email Address: Do you hold a full current UK driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>
Notice required in present employment:	
Are you related to any Councillor or member of staff of this Council? If so, give details: <i>(Please refer to Guidance Notes)</i>	
Please give any dates in the near future when you will not be available for interview:	
Please state in which publication you first saw this post advertised:	

References	
Names and addresses of two referees – where appropriate at least one should be from your present or last employer. References are normally taken up for candidates invited for interview. A referee should be able to comment upon your ability to carry out the duties of the post for which you have applied. <b>Please indicate, by ticking the box below, if you do not wish your present employer being contacted.</b>	
(i) Present or Last Employer <i>(Please refer to Guidance Notes)</i>     Telephone Number: Occupation:	(ii)     Telephone Number: Occupation:
<input type="checkbox"/> I do not wish for my present Employer to be contacted prior to interview	



**Present Employment or most recent Employment**

Present Job (Title):

Grade (If applicable):

Salary:

Employer:

Date Appointed:

Date left:

Reason for leaving:

Is this your only job?    YES     NO   
*If no, please supply details on the reverse of this form*

Details of Duties and Responsibilities:

*Continue overleaf if necessary, plus any additional information you wish to give in support of your application.*

**Previous Employment**

Dates		Previous Employment History (most recent first)		
From	To	Employer's Name, Address and Nature of Business	Position held and brief description of duties	Salary & Reason for leaving

Additional Information

Please continue on a separate sheet if necessary

### Additional Information

Please continue on a separate sheet if necessary

### Rehabilitation of Offenders Act 1974

Have you at any time been convicted of any Criminal offence?  
(Other than a conviction which is 'spent' under the terms of the  
rehabilitation of Offenders Act 1974)

Yes  No

If yes, please give details

Any Additional Information which you may consider relevant . *(continue on separate sheet if necessary)*

### Declaration

I declare that the information given in this application is true, and that I have not canvassed, either directly or indirectly, any Member or Officer of the South Hams District Council and will not do so. Furthermore, I understand and acknowledge that should **I knowingly make a false, incomplete or misleading statement**, my contract of service will be liable to termination by the Council. I understand this information will be kept manually and on computer and may be used for administrative purposes including analysis for management and statutory returns. I am aware that appointment will be subject to satisfactory references and medical clearance.

Signed

Date

When completed please return to:

**Personnel Services,**  
South Hams District Council,  
Follaton House, Plymouth Road,  
Totnes, Devon,  
TQ9 5NE.



**INVESTOR IN PEOPLE**

# Equalities Monitoring Form

## Dear Applicant

South Hams District Council's Equalities Policy aims to ensure that everyone who is eligible to join our service whatever their age, sex or marital status, race, colour, ethnic or national origins or whether they are disabled will receive equal treatment when applying for employment. We want to find out whether this policy is working and to take steps to ensure that further progress is made to support the policy. Please complete the following questionnaire to help us monitor the effectiveness of our policy?

Your answers will be treated confidentially and will not affect your job application in any way. This form will be detached by Personnel and will not be used in the selection process. The information will be kept manually and on computer and may be used for administrative purposes including analysis for management and statutory returns.

Name (BLOCK CAPITALS)

Post for which you are applying

Are you MALE

FEMALE

Age

Date of Birth

Do you have a disability? YES  NO

If YES, are you prepared to tell us about it?

Nature of Disability

I classify myself as (please tick one box only)

**White**

British

Irish

Any other white background

**Mixed**

White & Black Caribbean

White & Black African

White & Asian

Any other mixed background

**Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background

**Black or Black British**

Caribbean

African

Any other Black background

**Chinese**

Chinese

Any other Chinese background

**Any other ethnic group**

Cont>.....

**I classify my Religion or Belief as (please select option)**

Christian  Muslim  Hindu  Jewish   
Sikh  Buddhist  Other religion/belief  No religion/belief

Do you live within the South Hams district? YES  NO

Please enter your postcode here

Signed

Dated

**Data Protection**

The information that you have provided will be held by South Hams District Council.

The information will be used for analysis of management and statutory returns and will be held securely at all times.

The Council may share the information with other Government bodies to ensure the Personnel service is delivered and with other organisations, if required by law.

If you wish to see the personal data that the Council holds, please contact the Data Protection Officer.



**South Hams  
District Council**

**If you need any help in filling out this form please contact**

**Personnel Services on 01803 861234 ext 1150**