

4. Employment History / Work Experience

Include details of all previous employment / work experience commencing with the most recent first.

Dates of employment From: To:	Employer name and address	Job title and brief description of duties and responsibilities	Reason for leaving

5. Education and Qualifications

Please demonstrate that you have all relevant training and qualifications required in the person specifications. Documentary evidence of relevant qualifications will be requested at interview.

Name and address of education establishment	Dates attended From: To:	Subject	Qualification and grade obtained

6. Membership of Professional Organisations

Please provide details of your membership of any professional bodies / organisations. Documentary evidence of membership will be requested at interview.

Organisation	Type of membership	Date joined

7. Other relevant training courses completed

Organising body, title of course and dates attended	Brief description of course content

8. Reference details

Please provide the contact details for two referees. One referee should be your current or most recent employer, or if you are a college leaver your form tutor. Please do not include any relative as a referee. References are only requested for the successful candidate once selected. If references are to be requested at an earlier stage in the process you will be contacted. No appointment will be confirmed without the receipt of satisfactory references.

Reference 1		Reference 2	
Name:		Name:	
Job title / position:		Job title / position:	
Company name and address:		Company name and address:	
Telephone:		Telephone:	
Email:		Email:	
Context in which the referee knows you:		Context in which the referee knows you:	
Can we contact the referee prior to interview? (delete as applicable)	YES / NO	Can we contact the referee prior to interview? (delete as applicable)	YES / NO

9. Additional information	
Do you hold a current driving licence? (delete as applicable)	YES / NO
Please detail type / category / categories of license held: (e.g. LGV License / Category C1 License)	
Do you currently have any penalty points? (delete as applicable)	YES / NO
If yes, please indicate the number of points:	Number:
To the best of your knowledge, are you related to any Councillor or Senior Officer of this Council? (delete as applicable)	YES / NO
If yes, please provide details below:	
<i>Please note: directly or indirectly canvassing of members of the Council will disqualify your application</i>	

10. Disclosure of criminal background		
<i>For all posts, please answer the questions below.</i>		
Have you ever been convicted of a criminal offence? (delete as applicable)		YES / NO
Have you ever been cautioned for a criminal offence? (delete as applicable)		YES / NO
Are you presently the subject of a criminal charge? (delete as applicable)		YES / NO
<p><i>If you have answered yes to any of the above questions, please provide further details below.</i></p> <p><i>Please note, if the post for which you are applying does not require a DBS check you are not required to provide details of convictions which are considered as "spent" under the Rehabilitation of Offenders Act 1974.</i></p> <p><i>If the post for which you are applying does require a DBS check, you must provide details of ALL convictions as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and the rules relating to "spent" convictions do not apply.</i></p> <p><i>The job description / person specification will identify if a DBS check is required – please refer to the candidate information pack for further details.</i></p>		
Offence details	Sentence details	Date(s)
<i>Further information in relation to any conviction may be required at interview</i>		

11. Equality Act 2010
Mansfield District Council operates a guaranteed interview scheme for disabled applicants who meet the essential criteria of the post. In order for us to implement this scheme, please tick the box if you consider yourself disabled as defined by the Equality Act. <input type="checkbox"/>
If you require any adjustments to enable you to attend an interview, please provide details below (e.g. wheelchair access, sign language interpreter)

12. Statement in support of your application

*Please refer to the job description, person specification and any other supporting documentation provided and provide information to support your application. Please refer to the candidate information for more details. **Please attach extra sheets if required. Ensure that you clearly indicate your name and the post you have applied for on any extra sheets attached to your application.***

13. Asylum and Immigration Act – evidence of legal right to work in the UK

The Asylum and Immigration Act requires employers to keep documentary evidence of an applicant's legal right to work in the UK. Employment is subject to you supplying evidence of this. Please see the candidate information for more details of which documents are acceptable.

14. Declaration

By submitting this form I declare that the information I have given is, to the best of my knowledge, true and correct and may be stored in accordance with Mansfield District Council's recruitment and selection procedures. I understand that providing inaccurate information will disqualify my application, may be used in the detection and prevention of fraud or, if discovered after appointment, may be grounds for the termination of employment.

Name (print):

Date:

Signature:

For electronic applications, please type your name.



Equal Opportunities Monitoring Form

Mansfield District Council

*Creating a District where
People can Succeed*

To monitor the effectiveness of our equal opportunities policy and to assist in its future development, we would request that you complete this monitoring questionnaire. Although this form is completed on a voluntary basis, we do encourage all applicants to assist in our monitoring in order that we can ensure the effectiveness of our recruitment procedures.

This form will be separated from your application on receipt. The information will be treated in the strictest confidence and will not be used to assess suitability for the post or used in the selection decision. After the statistical data has been extracted, the form will be destroyed.

Completion is on a voluntary basis only (please place a 'x' in relevant boxes)

1. Gender

Female	<input type="checkbox"/>	
Male	<input type="checkbox"/>	

2. Media

Did you see the post advertised:			
Intranet / internal advert	<input type="checkbox"/>	MDC website	<input type="checkbox"/>
LG Jobs	<input type="checkbox"/>	Publication (please state which one):	<input type="checkbox"/>

3. Age

Please indicate date of birth:	<input type="text"/>
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5. Religion

Buddist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No religion	<input type="checkbox"/>	Other	<input type="checkbox"/>		
If 'other' please state religion:			<input type="text"/>		

6. Disability		
Do you consider yourself as disabled as defined under the Equality Act 2010?	Yes	
	No	

7. Sexual Orientation				
Bisexual		Gay / Lesbian		Heterosexual
Other				

8. Ethnic Group		
Choose one section from A to E and then tick the appropriate box to indicate your background		
A White		
	White British English	
	White British Scottish	
	White British Welsh	
	White Irish	
	White Gypsy or Traveller	
	White European	
	White Other	
B Mixed		
	Mixed White and Black Caribbean	
	Mixed White and Black African	
	Mixed White and Asian	
	Mixed Other	
C Asian		
	Asian Indian	
	Asian Pakistani	
	Asian Bangladeshi	
	Asian Other	
D Black		
	Black Caribbean	
	Black African	
	Black Other	
E Chinese		
	Chinese	
	Chinese Other	
	Any Other Ethnic Group	