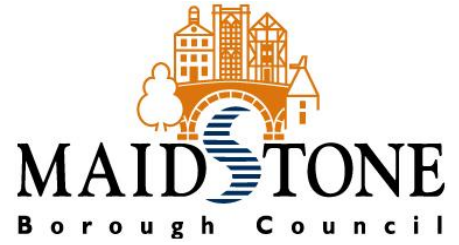


APPLICATION FORM

Please complete in black ink and return to:

Human Resources Section
 Maidstone Borough Council
 Maidstone House, King Street,
 Maidstone, Kent ME15 6JQ



Post Title:
Directorate:
Closing Date:
Application Date:

SECTION A
(This section will be used for shortlisting purposes)

1. PERSONAL DETAILS	
Surname:	
First Name(s)	
Address:	
Postcode:	
Home Telephone No.:	Mobile No.:
E.mail address:	Work No: (May we contact you are work) YES/NO

2. CURRENT OR MOST RECENT EMPLOYMENT	
Job Title:	Main duties/responsibilities of present or most recent employment
Employer:	
Address:	
Present Salary:	Notice Required:
Date appointed to current position:	

3. PREVIOUS EMPLOYMENT (Most recent first)

Employer/Address	Job Title	Dates from/to	Brief Description of Duties

4. EDUCATION

School/College/University	Subject	Level	Grade

5. OTHER TRAINING/COURSES (Not included above)

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6. MEMBERSHIP OF PROFESSIONAL BODIES

Organisation	Level of Membership

7. SUPPORTING STATEMENT

Drawing upon your experience, knowledge, skills and abilities, explain how you fulfil the requirements set out in the **person specification**. Experience may also have been gained through paid or voluntary work or in the home. Please use a separate sheet of paper if necessary.

8. REFERENCES

Please give the name and address of two Referees (one should be from your current line manager) who can comment on your skills, experience and personality.

The Referees must be able to verify your employment history over the past 36 months. Should they be unable to do so, please attach on a separate sheet details of additional Referees who can confirm this information.

If you are a student or returning to work after a break in employment one of the references should be your last line manager, tutor or some able to assess your suitability for this job role.

1.	2.
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E.Mail:	E.Mail:
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Contract Number:	Contract Number:
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Referees will be contacted if you are offered the position. Please note that we will be asking your Referees for details of your sickness record and any offer of employment will be subject to receipt of satisfactory references.

9. OTHER INFORMATION

Are you related to any Council Member or Senior Officer of the Council? YES/NO

Please give details.

10. DECLARATION

I certify that the information given within this application form is correct and that I have not omitted or misrepresented any relevant details. I understand that this or canvassing of Members or Officers of Maidstone Borough Council, will disqualify my application or result in my dismissal, if appointed.

Maidstone Borough Council takes its obligations under the Data Protection Legislation very seriously and will not disclose information to any unauthorised person. Information may be shared with other services within the Council or disclosed to other Local and Public Authorities or Government agencies that have a legitimate reason to request the disclosure. The Council is under a duty to protect the public funds that it administers and to this end, it may use the information that you have provided for the prevention and detection of crime and / or fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. If you wish to know more about the uses to which the information may be put by the Council, please contact the Council's Recruitment Manager on 01622 602172.

I therefore give my explicit consent to the processing and disclosure of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

Signature: Date:

Please note that if you have not heard from us within four weeks of the closing date, you should assume that your application has been unsuccessful.

Thank you for your interest in this post.

SECTION B

(This section will not be used for shortlisting. The information will remain confidential and for monitoring purposes only)

EQUAL OPPORTUNITIES

The Council believes that local authorities have a special role to play in the promotion of equal opportunities in the community, both as employer and provider of services to the population of Maidstone and its visitors.

A copy of the Council's policy is available on request and in order for us to monitor the effectiveness and success of this policy it is important that you complete the questionnaire below.

SURNAME:							
FIRST NAMES:							
POSITION APPLIED FOR:							
DIRECTORATE:							
GENDER:		Female				Male	
DATE OF BIRTH:						AGE:	
MARITAL STATUS:		Single	Married	Other (including widowed divorced and separated)			
ETHNIC ORIGIN							
Choose one section below, then tick the appropriate box to indicate your cultural background.							
White				Mixed			
British				White and Black Caribbean			
Irish				White and Black African			
Other White Background				White and Asian			
Please specify:				Other mixed background			
				Please specify:			
Black or Black British				Asian or Asian British			
Caribbean				Indian			
African				Pakistani			
Other African Background				Bangladeshi			
Please specify:				Other Asian background			
				Please specify:			
Chinese or other ethnic group				Gypsy/Irish Traveller			
Chinese				Gypsy			
Other				Irish Traveller			
Please specify:				Other (Please specify):			

Where did you see the advertisement for this post?	Name of magazine, paper, journal?
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Do you have a current UK driving licence (if applicable)?	YES/NO
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Do you need a work permit to be employed in the UK?	YES/NO
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If yes, when does the permit expire?	Date:
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National Insurance Number:	
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Under the Disability Discrimination Act 1995, a disability is defined as a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities such as those involved in mobility, manual dexterity, physical co-ordination, speech, hearing, eyesight or communication, or a permanent condition which is controlled by medication.

As an employer recognised for being 'Positive about Disabled People' we guarantee an interview for disabled candidates that meet the essential selection criteria.

In order to assist with the selection process could you please indicate if you consider yourself to be disabled?	YES/NO
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<p>If you are called for interview do you have any particular requirements or adjustments which would need to be made to accommodate your disability i.e. hearing loop or other hearing enhancement, parking space due to disability or keyboard for written tests etc.?</p> <p>Please specify</p>
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Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act?	YES/NO
Please give details?	