

# **Shout!**

# **Holiday Activities**

# **Application Form**

## Application Form

Please write only in the white areas of the form and not any shaded areas. **Please complete in black ink or typescript and please do not staple additional sheets to the form.**

When completed this form should be returned to **Siân Kiely, Leisure and Cultural Services, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey, KT10 9SD.**

Post Applied For: Play Worker / Multi Sports Assistant <input type="checkbox"/> Deputy Leader <input type="checkbox"/> Site Leader <input type="checkbox"/>	Post No:
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### Personal Details

Surname:	Title:	First Names:
Permanent Address:		National Insurance Number:
		Mobile Telephone Number:
		Home Telephone Number:
Email address:		Work Telephone Number:
Do you hold a current driving licence? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	Do you have the use of a car during working hours? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	May we discreetly contact you at work? (phone/e-mail) <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Are you eligible to work in the UK? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		

Please state any convictions you have had for criminal offences, subject to the provisions of the Rehabilitation of Offenders Act 1974 and 1986. People with criminal records applying for jobs will be treated according to their merits and to any special criteria of the post (eg caring for children and vulnerable adults which debars some in this category).

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### References

**Candidates** are required to give names and addresses of 2 referees covering the last five years, **one of whom must be your present or last employer (if any).**

1. <input type="checkbox"/>	2. <input type="checkbox"/>
Telephone Number:	Telephone Number:
Occupation:	Occupation:

Please indicate by placing an **X** in the appropriate box if you do not want the Council to take up reference(s) prior to interview.

## Present or most recent post

Employer's Name and Address		Nature of Employer's Business:
		Post Held:
		Date employment commenced:
		Date employment ceased: (If applicable)
Present Salary:	Other Allowances:	Notice Required:
Responsibilities and brief description of post:		
Reasons for wishing to leave present post or why you left your last post:		

## Details of Previous Employment Please account for any gaps in employment (Please continue on a separate sheet if necessary)

Name and Address of Employer	Position Held and Main Duties	Dates of Employment	Reason for Leaving

# Qualifications

**(If you have obtained a degree please indicate which university you attended)**  
(You will be required to provide proof of qualifications prior to appointment)

Qualifications (including GCSE & A Levels)	Year of Examination	Results with grades
Membership of Professional/Technical Associations: (Please indicate whether membership follows final examination)		

**Training** please list courses which are relevant to this post

Training Course	Organising Body	Dates

Please state the reasons why you wish to apply for this post and give details of the experience/training/skills that you have that meet the requirements of the Job Description and Person Specification. (Use additional A4 sheets if needed)

**Data Protection Act**

If you are appointed, the information from this form will be stored on the computer file of a Personnel Information System.

**If you are employed by us the following will apply to you.**

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.

**Declaration**

I have not canvassed Members or Officers of Elmbridge Borough Council with regard to this job application and will not do so.

Are you related to any Member of the Council or member of staff of Elmbridge Borough Council    **Yes**     **No**

Name: ..... Relationship: .....

I declare that the information given on this form is, to the best of my knowledge, complete and correct and I understand that any false statements on this form will justify my dismissal from the Council's service.

Signed: ..... Date: .....

# Equal Opportunities - Monitoring Information

Elmbridge Borough Council is an equal opportunity employer and is committed to total equality of opportunity for all, irrespective of marital status, sexual orientation, colour, race, creed, disability, age, religion or gender. This policy is to be applied to every aspect of the Authority's recruitment, selection procedures, training, promotion and in the provision of its services to the community. The Authority is committed to take positive steps to eliminate discrimination.

To help us to achieve this aim we ask you to complete the monitoring form to help us to help you receive fair treatment. The monitoring form will be kept as strictly confidential and **will not** be used by those involved in selection procedures.

## Job Applicants will be appointed on merit only

Name:

Date of Birth:

Post applied for:

Post Number:

Where did you see the post advertised?

What is your sex? **Male**  **Female**

Do you have any disabilities which may affect your application / ability to do the job? **Yes**  **No**

If "yes", please state:

(a) the nature of your disability

(b) **if applicable**, any reasonable adjustments you feel would assist you if selected for interview

(c) **if applicable**, any reasonable adjustments you feel should be made to the job itself or any special equipment which would enable you to carry out the job

How would you describe your racial or cultural origin (please tick one box):

### White

British  Irish  Other White

### Black or Black British

Black Caribbean  Black African  Other Black

### Mixed

White and Black Caribbean  White and Black African  White and Asian

Other Mixed

### Asian or Asian British

Indian  Pakistani  Bangladeshi

Other Asian

### Chinese or Other Ethnic Group

Chinese  Other Ethnic Group

Don't Know