

APPLICATION FORM NO:
(for office use only)

HAMBLETON
DISTRICT COUNCIL

EQUAL OPPORTUNITIES MONITORING

Hambleton District Council is committed to equal opportunities in employment. To ensure individuals are selected, promoted and treated on the basis of their individual merits and abilities, it would assist the Authority if you would provide the information requested in **PART ONE** and **PART TWO**.

PART ONE must be completed to allow the processing of the application. The information **will only be referred to for contact purposes**. The form will **not be shown to the selection panel** and will be destroyed after six months if you are unsuccessful.

PART ONE

	Mr	Mrs	Miss	Ms
Title:				
Name:				
Address:				
Telephone No:	Home:	Business		:
Email address:				

Are you related to any member or officer of the Council?	Yes	No
If yes, please give name and relationship:		

DECLARATION

In the event of your being successful in your application, failure to complete the application form accurately to the best of your knowledge may render you liable to action being taken against you under the Disciplinary Procedure with a possibility of dismissal from the service.

The information provided in all parts of this application form is true and correct to the best of my knowledge.

Signed: Date:

PART TWO

APPLICATION FORM
NO:

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The information provided in **PART TWO** will be kept separately from the application form, **and will only be used for statistical monitoring** and will be kept in confidence. The form will **not be shown to the selection panel** and will be destroyed after six months.

Date of Birth	Age:
Gender: Male	Female
Nationality:	

To which of the following ethnic groups do you consider you belong?			
WHITE		ASIAN OR ASIAN BRITISH	
British	Irish	Indian	Pakistani
Any other white background (please state)		Bangladeshi	
		Any other Asian background (please state)	
MIXED			
White & Black Caribbean		BLACK OR BLACK BRITISH	
White & Black African		Caribbean	
White & Asian		African	
Any other mixed background (please state)		Any other Black background (please state)	
Chinese			
Other ethnic group (please state)			

A disability does not preclude full consideration for a job. Hambleton District Council is committed to encouraging candidates with a disability to apply for available positions and your response will help us to improve provisions for those less able.

Do you consider yourself to have a disability? *	<u>Yes</u>	<u>No</u>
If yes, what is the nature of your disability? (Please give details)		

* A person is defined by the Disability Discrimination Act as having a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. Physical or mental impairments include those that affect sight, or hearing, learning abilities, speech and mobility.

P.T.O.

Please indicate where you saw this vacancy advertised.

Internal advert	
Local press (please state)	
National press (please state)	
Specialist journal (please state)	
Sector1 website	
Hambleton District Council website	
Job Centre	

Thank you for your co-operation.

PART THREE

APPLICATION FORM
NO:

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POST:

Post applied for: Procurement Officer

Department:

EDUCATION, TRAINING AND QUALIFICATIONS

Please give details of School, College, University, Professional and Vocational Qualifications.

Title of Course or Subject	Level	Result or Grade

Please give details of any other training or courses attended including current studies.

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Professional Body	Membership Grade and/or Reg. No/PIN No.	Registration Renewal Date

REFERENCES: Please give details of two persons who can provide references, one of whom should be your current or most recent employer.

Name: 1 2

Address:

Telephone No:

Relationship:

Please tick if we may take up references, if necessary, prior to interview Yes

INFORMATION IN SUPPORT OF YOUR APPLICATION (Please attach supplementary sheet if necessary)

Please describe what attracts you to this post.

Please tell us what contribution you think you can make to the Council. **Please relate your answer to the Person Specification and Job Description.**

Please detail any significant achievements in your work to date

Data Protection Act 1998

If you submit an application for employment with Hambleton District Council, the authority will record and use the information which you provide for the purpose of dealing with your application, and the information will not be kept any longer than is necessary for that purpose. Personal data provided on the 'Equal Opportunities Monitoring' form will be recorded and used for the purpose of monitoring Hambleton District Council's Equal Opportunities Policy and for statistical purposes. By submitting an application for employment, you are consenting to the recording and use of the information that you supply. The Council does not keep information from applicants on file for the purpose of sending details of future job opportunities.

PREVIOUS CONVICTIONS

Disclosure of convictions may not necessarily be a bar to a successful application. If your application is in respect of a position which involves the supervision of, or otherwise connected with, those occupations which are exempt from the Rehabilitation of Offenders Act 1974(amended) you are required to declare any convictions for criminal offences. You may provide details here or submit them on a separate sheet in a sealed envelope, marked 'Confidential'. For other jobs, only those convictions, which are deemed 'unspent', need to be disclosed. Please note, if you have accepted a Caution, Warning or Reprimand from a police officer, then you have admitted your part in an offence.

Closing date for applications:

Thursday 26th August 2010

Please return this form to:

**Business Support
Hambleton District Council
Civic Centre
Stone Cross
Northallerton
North Yorkshire
DL6 2UU**

Email: business.support@hambleton.gov.uk