

Employment application form



Supporting
government

About this form Completing this form is the first step of the recruitment process, which may lead to an interview and the possible offer of a job. It is important that you complete all sections of the form as clearly and as fully as possible. Please provide responses to requests for information or selecting options where appropriate.

Do you need help to complete this form? If you are unable to complete this form you may ask someone to do it on your behalf or contact Pluss, a Social Enterprise that supports thousands of people with disabilities. You can do this by phoning for free on 0800 334 5525 or by emailing employment.bureau@pluss.org.uk.

How to submit your application Strata’s human resources is cared for by East Devon District Council. Please post your completed form to: Human Resources, East Devon District Council, Knowle, Sidmouth, EX10 8HL. You can also scan your form and email it to careers@strata.solutions. If you would prefer to submit your application in an audio format you may do so, but please aim to follow the order of this application form.

About the position you are applying for

You can find this information on the employment application details.

Position:

Department

Strata

Closing date:

Section 1: your personal details

Initial(s):

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Please only provide your initial(s), not your full first name.

This helps us to maintain a high standard of equal opportunities.

Surname:

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Address:

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Postcode:

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Phone number (daytime):

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Phone number (evening):

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Phone number (mobile):

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Please provide at least one contact phone number.

Email address:

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National Insurance number:

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Please note: you can find your National Insurance number on a recent payslip, P60, P45 or any advice slip from the Inland Revenue or Child/Tax credits. If you do not have a National Insurance number, please leave this blank.

Section 2: your employment history

We require information on your current and past employment. Please make sure that you explain any gaps in your employment history. If you have recently left school or college and have not yet had any permanent employment, please give details of any other work that you may have had, such as work experience, holiday work, or voluntary work.

Please note that we reserve the right to contact employers to verify the information you provide, however we will not contact your current employer unless you have given us permission.



Please continue
on a separate sheet
if required

Part A: your current employment

If you have more than one employment, please provide information on your main job here and list other jobs in part B.

If you are not currently employed, please move on to part B.

Name of employer:

Job title:

Salary:

Date employment started:

Period of notice required
or date available to start:

Key responsibilities:

Reason for seeking new position / leaving:

Part B: your previous employment

Previous employment (1)

Name of employer:

Job title:

Key responsibilities:

Salary:

Date worked from:

Date worked to:

Reason for leaving:

Previous employment (2)

Name of employer:

Job title:

Key responsibilities:

Salary:

Date worked from:

Date worked to:

Reason for leaving:

Previous employment (3)

Name of employer:

Job title:

Key responsibilities:

Salary:

Date worked from:

Date worked to:

Reason for leaving:

Previous employment (4)

Name of employer:

Job title:

Key responsibilities:

Salary:

Date worked from:

Date worked to:

Reason for leaving:

Previous employment (5)

Name of employer:

Job title:

Key responsibilities:

Salary:

Date worked from:

Date worked to:

Reason for leaving:

Please give details of and an explanation for any gaps in your employment history:

Section 3: your education, training and development

We are interested in any form of education you have followed, including any courses that did not lead to an examination or qualification. Please make sure that you state any qualifications that are relevant to the position you are applying for.

Please include any training gained through work or other activities that you feel is relevant to the position you are applying for. We ask for current details of any professional memberships of organisations or institutes relevant to the position you are applying for. Please note that we reserve the right to contact education establishments to verify the information you provide.



Please continue
on a separate sheet
if required

Please tell us about training you have (for example, at school, college, university, or apprenticeships) and any current studies you are taking, with the most recent first:

Name of institution	Study mode	Courses/subjects taken and qualifications/grades achieved
	<input type="radio"/> Full-time <input type="radio"/> Part-time	
	<input type="radio"/> Full-time <input type="radio"/> Part-time	
	<input type="radio"/> Full-time <input type="radio"/> Part-time	
	<input type="radio"/> Full-time <input type="radio"/> Part-time	

Please provide details (including dates) of any relevant learning and development (for example, short courses, first aid, computer skills, work-based NVQ, etc.) and any current courses you may be taking:

Please tell us about any current professional or technical memberships you have:

[illegible]

Section 4: your supporting statement

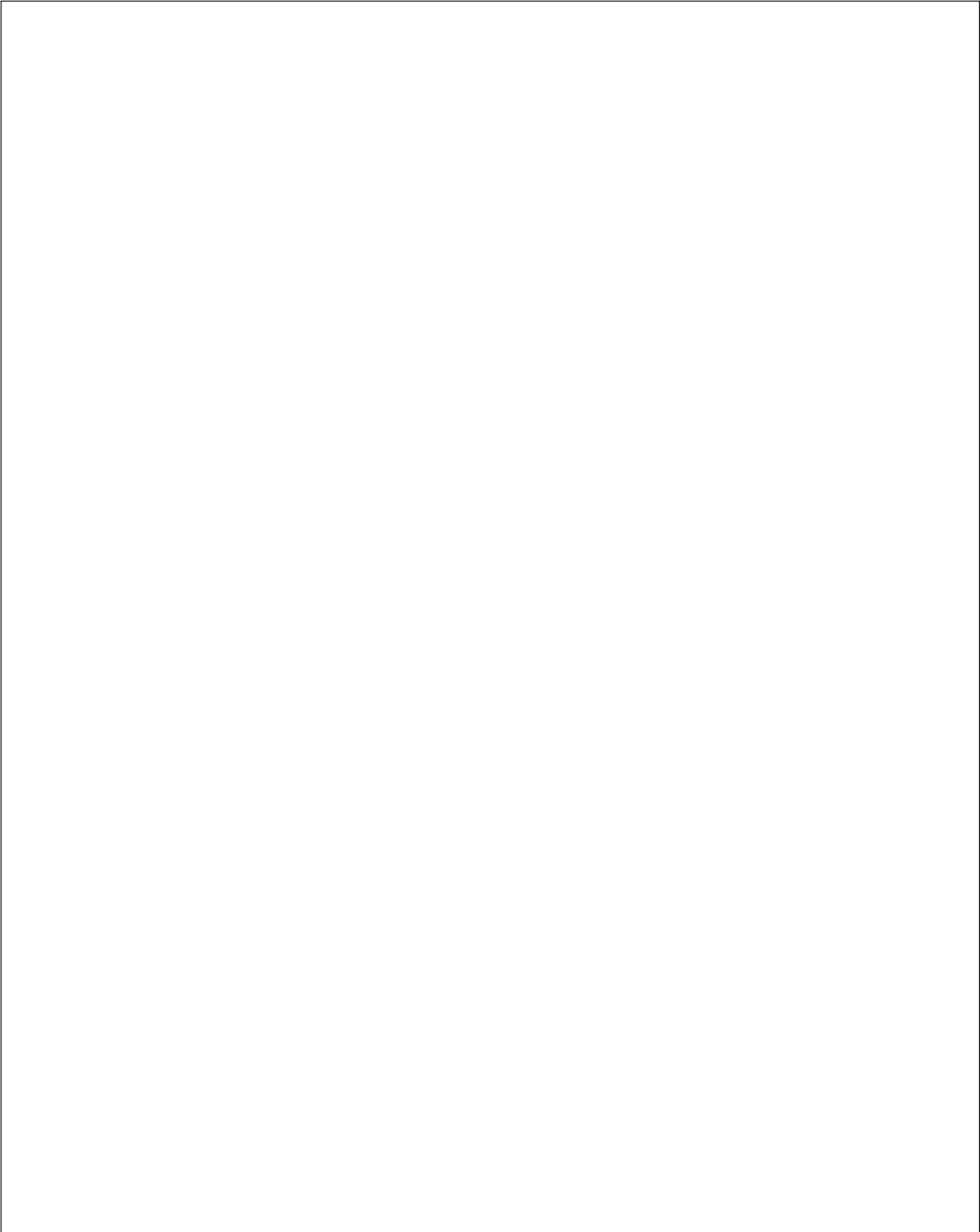
Please read the job description and the person specification and think about **how you can meet the criteria for the position**. You should try to avoid statements such as 'I feel I meet all the requirements of the person specification.' Instead, please try to fully explain how you meet the requirements – for example, if the person specification asks for 'experience of working with elderly people', you need to explain what was involved where and when.

Even if you have not been in employment before, you can draw on life experiences – for example, 'I helped care for my elderly grandmother for three years in the home and I helped her wash and dress daily.'



Please continue
onto the next page
or a separate sheet
if required

Please explain, using examples, how your knowledge, competencies, skills, and experience meet each of the essential requirements of the person specification for the position you are applying for, and as many desirable requirements as possible:



Section 5: additional information about yourself

If you have a **disability**, please let us know. You can do this in **section 8** of this form. This will help us to make any arrangements for the interview and/or work-based exercise. We guarantee an interview for any person with a disability who meets the essential criteria. We will discuss with you at interview if there are any reasonable adjustments that we can implement in order to help you to work with us, such as providing specific equipment.

If you are **related** to an employee of Strata, we ask you to tell us so that we can make sure all applications for this position are treated fairly. You need to tell us if the councillor or employee is a parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece, or a partner of such person. Soliciting any employee of the company to gain an unfair advantage in your application may disqualify your application.

Are you eligible to work in the UK?

☐ Yes ☐ No

Do you require a work permit?

☐ Yes ☐ No

Do you have a valid driving licence?

☐ Yes ☐ No

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your employment with Strata?

☐ Yes ☐ No

Please note: soliciting support or information to give an unfair advantage may disqualify your application.

If you answered 'yes', please provide details:

Are you related to an employee of Strata?

☐ Yes ☐ No

If you answered 'yes', please provide the following details:

Name of employee:	Relationship to you:

As part of our Employment Screening Policy, you may be required to undertake a criminal record check. Do you agree?

☐ Yes ☐ No

Please note: if the post requires a Criminal Record check and you respond 'no', we will be unable to progress your application.

Are you subject to any obligation that may restrict your ability to work for Strata, such as requirements from other employment, or any other requirements?

☐ Yes ☐ No

If you answered 'yes', please provide details:

Have you been subject to a disciplinary matter in the last two years?

☐ Yes ☐ No

If you answered 'yes', please provide details:

Section 6: your references

Please give details of referees (including your current employer if you are employed) covering a **minimum of the last three years**. If you are in – or have just completed – full-time education, one referee should be from your school, college, or university.

Referees must not be a friend or be related to you and must be able to comment on your skills and abilities in relation to the position. If a position requires additional references, more information will be provided in the employment application details for the position you are applying for.

If you are unable to provide referees to support your employment history for the last three years, please contact us for advice. Please note that referees may be taken up before an interview or offer of employment, unless you request otherwise.



Please continue
on a separate sheet
if required

Referee (1)

Name:

Address:

Postcode:

Phone number:

Email address:

Occupation / relationship to you:

How long has this referee known you?

☐ I agree to this reference being taken up before an interview or offer of employment being made.

Referee (2)

Name:

Address:

Postcode:

Phone number:

Email address:

Occupation/relationship to you:

How long has this referee known you?

☐ I agree to this reference being taken up before an interview or offer of employment being made.

Referee (3)

Name:

Address:

Postcode:

Phone number:

Email address:

Occupation/relationship to you:

How long has this referee known you?

☐ I agree to this reference being taken up before an interview or offer of employment being made.

Section 7: criminal record declaration

Why do we need this information? Strata has a legal obligation to make sure that all its employees are suitable for the employment which they are offered. For this reason, you are required to complete this part of the application form.

The Rehabilitation of Offenders Act 1974 aims to assist ex-offenders back into work by allowing them not to declare criminal convictions which have become 'spent'. A conviction will be considered 'spent' when the rehabilitation period set by the courts has elapsed. During the rehabilitation period, convictions are referred to as 'unspent' and must be declared.

We will only ask questions about 'unspent' convictions as defined by the Act, unless the nature of the position requires us to ask about 'spent' convictions. It is a condition of working for the company that you answer all these questions and do not withhold any information. Having a criminal record will not necessarily preclude you from working with Strata and we will not discriminate against applicants on the basis of a criminal conviction or other information declared.

What happens if I don't supply this information? Failure to provide a full and complete history of information relevant to the position for which you are applying will result in your application being rejected and may lead to the withdrawal of an offer or dismissal, if you have already started employment.

Who will see this information? This information will be separated from your application form until the selection for interview stage has taken place. Once you have been invited to interview, this information is only seen by those who need to see it as part of the selection process. If you are charged with an offence but have already returned this form you must contact us immediately to advise us.

If you are appointed Please note that if you are appointed, a check against the National Collection of Criminal Records may be undertaken and documentary evidence sought to confirm your responses.

The position you are applying for:

Your first name:

Please note: we previously asked for your initial(s) only and not your full first name, to help us maintain a high standard of equal opportunities. We require your full first name at this stage – however this information will be separated from your application form until the interview selection has taken place.

Your surname:

Have you been convicted or found guilty by a court of any offence in any country which is not spent (excluding parking offences but including all motoring offences even where a spot fine has been administered by the police)?

☐ Yes ☐ No

If you answered 'yes', please provide details:

Are you on probation (probation orders are now called community rehabilitation orders) or absolutely/conditionally discharged or bound over after being charged with any offence which is not spent or is there any action pending against you?

☐ Yes ☐ No

If you answered 'yes', please provide details:

Are you involved in any other activities which may compromise your position as an employee of Strata where you may be accused of bias or prejudice in the conduct of official duties, misuse of official information, or misappropriation of public funds?

☐ Yes ☐ No

If you answered 'yes', please provide details:

Section 8: equal opportunities for everyone

This section is not compulsory

Why are we asking for this information? We recognise that it is in the interests of the community we serve to have a diverse workforce. Our aim is to encourage applications regardless of age, gender, sexual orientation, race, colour, ethnic or national origin, religion or belief, disability, or ex-offender status. We are committed to monitoring applications to make sure that there is fairness in our employment policies and practices.

Completing this part of the form helps us achieve this aim. But if you feel uncomfortable in completing this part of the form or you would prefer not to provide this information, you don't have to.

Our commitment to people with a disability We are committed to interviewing people with a disability who meet the essential criteria of the person specification. Important: please note that if you choose not to provide information in this section relating to any disability you may have, we won't be able to use that information to provide you with any help that you may need during the application and selection process.

Who will see this information? This information will be separated from your application and is not seen by anyone involved in the recruitment and selection process. This information is kept entirely confidential.

The position you are applying for:

Your first name:

Your surname:

Date of birth:

What is your gender?

☐ Male

☐ Female

Is your gender identity the same as the gender you were assigned at birth?

☐ Yes ☐ No

What is your preferred title?

☐ Ms ☐ Miss ☐ Mrs ☐ Mr ☐ Mx ☐ Other

If you answered 'other', please specify:

What is your marital status?

☐ Single ☐ Married ☐ Civil partner ☐ Widowed

Are you the main carer for any dependants?

(For example, young children, or elderly or disabled relatives.)

☐ Yes ☐ No

What is your religion?

☐ No religion ☐ Buddhist
☐ Hindu ☐ Sikh
☐ Muslim ☐ Jewish
☐ Christian ☐ Another religion

Please note: 'Christian' here includes Church of England, Catholic, Protestant, and all other Christian denominations.

If you answered 'another religion', please specify:

What is your sexual orientation?

☐ Heterosexual ☐ Gay/lesbian
☐ Bisexual ☐ Rather not specify

Please select which category best describes how you think of yourself.

Disabilities

Do you have a disability?

☐ Yes ☐ No

Please note: the Equality Act 2010 defines a person as having a disability if he or she has 'a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.'

Do you require further information or support for the selection process?

☐ Yes ☐ No

Please note: we are asking this question as if you have a disability, we will make reasonable adjustments to help you through the application and selection process and, if successful, to assist you in carrying out the duties of your job. Please see the information for applicants available at www.eastdevon.gov.uk/jobs.

If you answered 'yes', please provide details:

Ethnic origin

How would you describe your ethnic origin?

White:

- ☐ English/Welsh/Scottish/Northern Irish/British
☐ Irish
☐ Gypsy
☐ Any other White background

If you answered 'any other White background', please specify:

Mixed or multi-ethnic groups:

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed or Multi-ethnic background

If you answered 'any other Mixed or Multi-ethnic background', please specify:

Asian or Asian British:

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Any other Asian background

If you answered 'any other Asian background', please specify:

Black or Black British:

- ☐ Black British
- ☐ African
- ☐ Caribbean
- ☐ Any other African/Caribbean/Black background

If you answered 'any other African/Caribbean/Black background', please specify:

- ☐ Chinese
- ☐ Any other ethnic group

If you answered 'any other ethnic group', please specify:

Section 9: your feedback

This section is not compulsory

We would appreciate your opinion on the application process.

How did you find out about the employment opportunity for this position?

- ☐ Current Strata employee
- ☐ Professional/industry-related publication
- ☐ East Devon District Council website/social media
- ☐ *Hours for Work*
- ☐ Local paper
- ☐ LG Jobs website
- ☐ South West Jobs website
- ☐ Total Jobs website
- ☐ Jobs Go Public website
- ☐ Other

If you answered 'current employee', please specify who:

Have you found this application form easy to complete?

- ☐ Yes
- ☐ No

Have you needed to contact us for help with your application?

- ☐ Yes
- ☐ No

If you answered 'yes', did we provide the assistance you required in the way that you wanted?

- ☐ Yes
- ☐ No

Please tell us any comments, suggestions, or compliments you may have on the application process, or more details on any of your answers above:

Section 10: Your declaration

Please note that we will be unable to progress your application if you do not complete this declaration. Please be aware that any falsification of information will result either in your application not being pursued or dismissal if you have already been appointed.

I declare that, to the best of my knowledge and belief, the information given in this application is complete and accurate and that it may be used for purposes registered by the council under the Data Protection Act. I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

I understand that if I am offered a position of employment, a check against the National Collection of Criminal Records may be undertaken. I understand that if I have withheld relevant information or given false information, my application may be rejected, or an offer withdrawn and /or that I may be subject to disciplinary action including dismissal if I am appointed.

Data protection Any personal information which you provide will be held and used by Strata Service Solutions Ltd for the purpose of processing your application for employment. Your information may be provided to a third party acting on our behalf to assist the Company in the recruitment and selection process. Your information may also be shared within Strata Service Solutions Ltd for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside Strata Service Solutions Ltd without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes.

Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing. Further detail about our use of your personal information can be found in the relevant Privacy Notice which can be accessed at strata.solutions/privacy.

Your signature:

Date:

**Thank you for completing this application.
Please see the first page of this form for how
to submit your application to us.**