



MILTON KEYNES
COUNCIL

application form

Post applied
for:

Ref No.

Before completing this form, please read 'Applying for a job with Milton Keynes Council' which is available as a separate document.

PERSONAL DETAILS

Surname

(Mr/Mrs/Miss/Ms)

First Name(s)

Address

Postcode

N.I. Number

Tel. Home

Work

Mobile

Fax

Email contact

CURRENT OR LAST EMPLOYER

Employer's name

Position Held

Employer's address

Postcode

Date started

Date finished

Salary

Reason for leaving

Please give a brief summary of duties:

When would you be available for employment?

ACTION FOR EQUALITY

Milton Keynes Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

PREVIOUS EMPLOYMENT

Please List, detailing the **most recent first**

From _____ To _____
 Position Held _____
 Name of Employer _____
 Address of Employer _____
 Salary _____ Reason For Leaving _____
 Brief Summary of Duties: _____

From _____ To _____
 Position Held _____
 Name of Employer _____
 Address of Employer _____
 Salary _____ Reason For Leaving _____
 Brief Summary of Duties: _____

From _____ To _____
 Position Held _____
 Name of Employer _____
 Address of Employer _____
 Salary _____ Reason For Leaving _____
 Brief Summary of Duties: _____

Continued

From	To	Position Held	Name of Employer	Address of Employer	Salary	Reason for leaving

Education (since age 11)

Dates	School, College, University etc	Examinations, Subjects and Results
-------	---------------------------------	------------------------------------

Dates	School, College, University etc	Examinations, Subjects and Results

(Please note you will be required to produce evidence)

JOB RELATED TRAINING/PROFESSIONAL QUALIFICATIONS

(Include membership of professional institutes, non vocational training and state standard and level achieved)
Please list, detailing the **most recent first**

Date	Awarding Body/Institute	Qualifications/Membership Level
------	-------------------------	---------------------------------

Date	Awarding Body/Institute	Qualifications/Membership Level

(Please note you will be required to produce evidence)

SUPPORTING STATEMENT

Drawing upon your experience, skill, abilities and qualifications you should demonstrate their relevance to the job that you have applied for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for the job.

Please enter your information here.

REFERENCES

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer. Please note that for certain posts the council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1	Name		2	Name	
	Position			Position	
	Relationship			Relationship	
	Known by another name			Known by another name	
	Address			Address	
	Postcode			Postcode	
	Telephone No.			Telephone No.	
	Email Address			Email Address	
	Can we contact before interview?	Yes/No?		Can we contact before interview?	Yes/No?

DISCLOSURE OF CRIMINAL CONVICTIONS (see also guidance notes)

To apply for a position with Milton Keynes Council you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974.

I have no unspent convictions

I have attached details of unspent criminal convictions in a sealed envelope (tick only one)

DISABILITY DISCRIMINATION ACT 1995 (see also guidance notes)

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

- Do you have a disability you wish us to know about at this stage? Yes No

If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

ASYLUM & IMMIGRATION ACT 1996 (see also guidance notes)

Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and are able to produce documentation? Yes No

FURTHER INFORMATION AND DECLARATION

If you are applying for a post which is open to job share, please indicate how you wish to work by ticking one of the following boxes:

Full Time only Job Share only Either

Canvassing

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

- Are you related to a Councillor or Officer of the Council?

If yes, please give name

Relationship

Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

- (Note: The person specification will indicate what is required) Yes No

Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989. **WARNING:** any person appointed to the authority having given false information will be liable to dismissal without notice.

Signed

Date

We regret that we are unable to reply to all applicants but would like to take this opportunity to thank you for your interest in this post. Therefore, if you do not hear from us within 21 days of the closing date, your application has been unsuccessful on this occasion.

FOR OFFICE USE ONLY

SHORTLISTING: s No (give code)

INTERVIEW: Successful (offer accepted) Successful (offer refused) Withdrawn
Unsuccessful (give code) Do you want Recruitment to issue a letter? Y N

APPOINTMENT DETAILS

Post appointed _____ Grade _____
Place of work _____
Permanent, Temporary, Fixed (please state reason) _____ N.B. If Temp/fixed state for how long and
Number of Hours _____ Commencing Salary _____ N.B. Must be checked with HR, prior to offer
Offer Subject to _____
Has the applicant been given: Medical Questionnaire Yes No Police Form s p N/A
Signed: _____ Print Name: _____
(Appointing Officer)
Date: _____ For HR Use _____ Date received: _____

Please return to the Recruitment Team

EQUALITIES MONITORING FORM

Milton Keynes Council strives to be an Equal Opportunities employer. We aim to ensure that our Equalities Policy is being followed and that unfair discrimination is not taking place in recruitment. To help us monitor the effectiveness of this policy, we would be grateful if you would complete this section. The information will be treated with confidence and will be used for statistical purposes only. It will not be seen by those involved in the assessment of your application. Your co-operation in its completion is therefore welcome and helpful.

The monitoring form will be detached by the Recruitment Team and will not be seen by any of the shortlisting panel.

How did you hear about this vacancy?

Please specify:

Job Centre

Word of mouth

Other

Advertisement

Please state publication

Gender

I am: Male Female

Disability

EQUALITIES MONITORING FORM

Ethnic Origin

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic group. UK citizens can belong to any groups indicated. The codes used are the agreed 2001 Census codes.

- | | | |
|----------------------------|--------------------------|---|
| (a) White | <input type="checkbox"/> | British
Irish
Any other White background |
| (b) Mixed | <input type="checkbox"/> | White and Black Caribbean
White and Black African
White and Asian
Any other mixed background |
| (c) Asian or Asian British | <input type="checkbox"/> | Indian
Pakistani
Bangladeshi
Any other Asian background from within (c) |
| (d) Black or Black British | <input type="checkbox"/> | Caribbean
African
Any other Black background from within (d) |
| (e) Other ethnic groups | <input type="checkbox"/> | Chinese
Any other ethnic group
Not stated |

Date of birth

Thank you for taking the time to complete this form.

The Disability Discrimination Act 1995 (DDA) defines disability as a “physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”. (Please see the guidance notes for further information.)

Do you consider yourself

Have a disability Yes No

Disclosure of Criminal Convictions

The post for which this application applies is considered exempt by virtue of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975. You are therefore, requested to disclose any convictions, cautions and bindovers including motor vehicle related offences, in respect of the applicant including convictions that would otherwise be considered 'spent'.

Please detail below any disclosures and enclose with your completed application in a sealed envelope.

Name: _____

Date: _____

Details of disclosure: