



# Application Form

Please complete using black ink or type

Position applied for: <input type="text"/>	Post number: <input type="text"/>
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Title (Mr./Mrs./Ms./Miss): <input type="text"/>	Forenames: <input type="text"/>	Surname: <input type="text"/>
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Home Address: <input type="text"/>	Telephone: Evening <input type="text"/> Daytime <input type="text"/> Email <input type="text"/>
Postcode: <input type="text"/>	If at work, may we contact you there?    Yes    No

Do you have a current driving licence? No    Full    Provisional	When would you be unavailable for interview? <input type="text"/>
Do you own or have use of a car or motorcycle? Yes    No	How much notice of leaving must you give to your present employer? <input type="text"/>

## References

Please give details of your current and most recent employers (or personal tutor/head teacher if you are a student) from whom confidential references may be obtained. These may be requested before interviews unless you place an 'X' in appropriate box.

Name: <input type="checkbox"/> <input type="text"/>	Name: <input type="checkbox"/> <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>

## Additional Information

Have you been convicted of any criminal Offences which are not yet 'spent' under the Rehabilitation of Offenders Act?    Yes    No

If so, please specify the dates and details of any convictions or cautions.

# Secondary Education

Schools	Subjects taken	Level	Grade

## Further Education

(College / University / Vocational Training / Modern Apprenticeship etc.)

Establishment	Course taken (Please include subjects)	Qualification & Grade ( inc NVQs)

## Short & Part Time Courses (including in-house training / evening classes)

Dates	Details (please include any qualifications obtained)

## Membership of Professional Bodies

Dates	Details (please include your grade of membership)

# Employment History

## Present Employment (or most recent if unemployed)

Name of Employer	Position held	Reason for leaving
Nature of Business	Date started	Present (or final) salary and grade
	Date finished	Benefits (car, pension, health etc)

Describe the key responsibilities of your current (or final) job and the objectives you have achieved. Remember to include any skills and experience you have that match the Person Specification and Job Description details.

## Previous Employment (most recent first)

Date from	to	Employer	Position and main responsibilities	Reason for leaving

# Reason for Application

Please state why you are applying for this post. Give details of your skills, experience and knowledge that match the Person Specification and Job Description details. You are welcome to give relevant examples from your personal life as well as your working life. Continuation sheet(s) can be attached.

Are you related to any COUNCILLOR or EMPLOYEE of the Council?  
Yes      No      If so, please state their name(s) and relationship.

How did you find out about this vacancy (Please state any publication in which you found it e.g. Jobs24)

**I certify that to the best of my knowledge the information given in this application is true.**  
*If you are submitting this form electronically, please enter your name or your electronic signature below.  
In doing so, you confirm that the above statement is correct, as if the document had been signed and dated by hand.*

Signed

Date

NOTE: In order to process your application, your name and address will be held electronically.  
Thank you for taking the time to complete this application form. Please send the completed form to: -

**hr@north-norfolk.gov.uk or Human Resources Services, Council Offices, North Norfolk District Council, Holt Road, Cromer, Norfolk, NR27 9EN**

# Continuation form