

Personal Information

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PART 1: Confidential

POSITION APPLIED FOR:



DIRECTORATE / DEPARTMENT:

Applicant Number (Human Resources use only)

If you need assistance completing this form, or require the form in a different format, please contact Dartford Borough Council - HR on [01322 343430](tel:01322343430).

The information you give us in Part 1 of your application is not given to the shortlisting panel, and remains confidential to Human Resources. Part 1 will only be provided to the panel once your application has been shortlisted.

Please ensure you have fully completed all parts of the application form. Part 2 is submitted to the interview panel – do not attach a CV instead of completing this section as this will inhibit your application.

Please return your completed form by email to:

alan.twyman@dartford.gov.uk

Or by post to:

[Alan Twyman](#)
[Democratic Services Manager](#)
[Dartford Borough Council](#)
[E Floor](#)
[Civic Centre](#)
[Dartford](#)
[Kent](#)
[DA1 1DR](#)

PERSONAL INFORMATION

First Name (s)

Last Name

Title

Date of Birth

Are you eligible to work in the UK? Yes No

National Insurance Number

Home Address

Postcode:

Daytime Telephone Number

Mobile Number

E-mail Address

Do you have a current Driving Licence? Yes No

Do you have the use of a car? Yes No
(some of our roles require the applicant to have their own vehicle due to the nature of the work)

REHABILITATION OF OFFENDERS ACT

PLEASE COMPLETE THIS SECTION ONLY IF YOU HAVE A CRIMINAL CONVICTION WHICH IS NOT CONSIDERED AS 'SPENT' UNDER THE REHABILITATION OF OFFENDERS ACT.

Disclosure of a conviction does not automatically debar applicants from consideration. The offence will only be taken into account if it is considered to be one which would make you unsuitable for the type of work to be done. Dartford Borough Council welcomes applications from ex-offenders as part of its Equality & Diversity policies. Many of our posts, for example those concerned with working directly with young people and vulnerable adults, or handling considerable amounts of money, involve work where an ex-offender might be in a potentially vulnerable position unless consideration of the person's background has been made from the outset. For this reason we ask you to give details of any criminal conviction which is not considered as 'spent' under the Rehabilitation of Offenders Act 1974 (as amended). The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Name	Post Applied for
Nature of Offence(s)	Date Sentence Passed
Sentence(s) or Order(s) given by the Court	
Name & Address of Court	

PREVENTION OF FRAUD

PLEASE COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING FOR A POST WITHIN BENEFITS, INTERNAL AUDIT, FRAUD INVESTIGATION, HOUSING OR THE CONTACT CENTRE.

When applying for a position within one of the above areas, you are required to disclose any conviction or disciplinary action relating to theft/fraud. Disclosure of a conviction does not automatically debar applicants from consideration. The offence will only be taken into account if it is considered to be one which would make you unsuitable for the type of work to be done. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

- | | | |
|--|------------------------------|-----------------------------|
| Are you currently receiving housing benefit or council tax benefit? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Are you a landlord or agent? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Are any of your relatives/close friends, to the best of your knowledge, currently in receipt of any benefit from this Authority? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Do you share a house with anyone who receives benefit or acts as a landlord or agent? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever been found guilty of fraud/theft? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever been subject to a disciplinary action as a result of benefit fraud or suspected fraud/theft? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Any changes to the above should be immediately reported to Alan Twyman..

I have read and accept this declaration: (tick box to accept)

Employment History

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PART 2: Interview Panel

Applicant Number (Human Resources use only)	
POSITION APPLIED FOR:	
CURRENT OR MOST RECENT EMPLOYMENT	
Job Title	
Salary & Benefits	Length of time in this role
Reason for leaving/wanting to leave	Leaving date
Employer's Name & Address	Notice Period
Describe the main duties and responsibilities in your present / most recent position	

PREVIOUS EMPLOYMENT (exclude current or most recent) <i>Please continue on separate pages if necessary</i>			
1	Employer's Name & Address	Job Title	Length of time in this role
		Reason for leaving	
Describe the main duties and responsibilities			

PREVIOUS EMPLOYMENT (exclude current or most recent)

2	Employer's Name & Address	Job Title	Length of time in this role
		Reason for leaving	

Describe the main duties and responsibilities

EDUCATION (Secondary, Further / Higher)

Schools, Colleges, Universities or Institutes of Further Education attended	Qualifications gained, including subjects, grades or results expected

PROFESSIONAL TRAINING

Details of any professional qualifications and/or current membership of professional associations

The Council will request evidence of qualifications required for this post before confirming an appointment.

Supporting Statement

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PART 2: Interview Panel

SUPPORTING STATEMENT

PLEASE OUTLINE YOUR EXPERIENCE, SUITABILITY AND INTEREST IN THIS POSITION

Shortlisting and selection will be based on the job profile and competency levels required. Please address these requirements in your application, drawing on experience at work or in a voluntary capacity. You should give examples of how you meet each competency level outlined in the job profile. If you do not describe how you meet the requirements of the role, we may not be able to shortlist you. Please continue on a maximum of ONE additional sheet if required.

References & Declaration

REFERENCES

Please give details of two referees you have worked for, one of which must be your current / most recent employer, and covering at least your last three years employment history (continue on a separate sheet if necessary)

1	Name & Address of Organisation	Name of Referee	
	Job Title	Date Started	Date of Leaving
	E-mail	Telephone	
2	Name & Address of Organisation	Name of Referee	
	Job Title	Date Started	Date of Leaving
	E-mail	Telephone	
3	Name & Address of Organisation	Name of Referee	
	Job Title	Date Started	Date of Leaving
	E-mail	Telephone	

DECLARATION

I certify that the information provided is correct and agree that it should form part of the basis of my engagement. I authorise Dartford Borough Council to check the information I have supplied. I understand that falsification of qualification or information may lead to withdrawal of any offer of employment and/or dismissal without notice. I am aware that the Council will create and maintain computer and paper records on me and that these records will be processed in accordance with the Data Protection Act 1998 and may be used for the purposes detailed above, both internally within the Council and to external bodies.

I hereby declare that to the best of my knowledge:

- **I am not a spouse, partner, child or relative of an existing Co-opted Member or employee of the Council, nor do I have a close personal or business relationship with any such person. I have had no such relationships within the last five years;**

- **I live or work in the borough of Dartford Borough Council;**

- **I am not a member/officer of any local authority nor have been for the last five years;**

- **I do not have close personal or business relationships with a member or officer of the Council or any Parish or Town Councils within the Borough of Dartford Borough Council. I have had no such relationships within the last five years;**

- **I do not work for any organisation which receives grants from the Council.**

Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

All or part of the information provided may be disclosed or supplied to external organisations or bodies such as Courts, Bailiffs, Benefits Agency or other charging authority and to the Council's external auditors for the following purposes:

- **the prevention of crime;**
- **the apprehension or prosecution of offenders;**
- **the assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;**
- **data matching initiatives with other statutory bodies for the purposes of fraud prevention and detection**

All or part of the information you have provided may also be used by other Departments of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions such as Environmental Health or Planning.

I confirm that I have read and accept declarations above: (please tick to accept)