

2. EDUCATION & TRAINING (Please list Schools, Universities and Colleges attended since aged 11)

Name and Location of Establishment:	Dates (approx)		Examinations and other qualifications (Subjects/ results)
	From	To	

3. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Name	Date Attained	Membership Status	By Examination YES\NO

Have you a Full Clean Driving Licence (car): YES / NO
(If 'NO' give details)

Car Owner: YES / NO

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6. RELEVANT EXPERIENCE

Please give details of any experience or skills which you feel are relevant to the job for which you are applying. You may include experience and skills gained in previous jobs or in other areas such as temporary work, voluntary work or spare time activities.

Attach additional sheets as necessary.

7. INTERESTS & HOBBIES etc

8. WHERE DID YOU FIND OUT ABOUT THIS VACANCY?

9. REHABILITATION OF OFFENDERS ACT 1974

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?

(Declaration subject to the Rehabilitation of Offenders Act)

YES/NO

If 'YES' please give details

10. RELATIONSHIP

If, to the best of your knowledge, you are related to any member or employee of Copeland Borough Council please state whether a Member of the Council, or, if an employee, occupation, together with the name, address and relationship to such a person

CANVASSING DIRECTLY OR INDIRECTLY WILL AUTOMATICALLY DISQUALIFY YOU FROM THE RECRUITMENT PROCESS

11. AVAILABILITY AND INTERVIEW ARRANGEMENTS

Dates when NOT available for interview within the next 2 months

When could you commence employment if required?

Please give details of any special arrangements required at the interview

Please return form to: **THE HUMAN RESOURCES DEPARTMENT, COPELAND BOROUGH COUNCIL,
THE COPELAND CENTRE, CATHERINE STREET,
WHITEHAVEN, CUMBRIA CA28 7SJ**

No acknowledgements will be sent. If you have not been invited for interview within three weeks of the closing date, you have been unsuccessful on this occasion.



Equal Opportunities Monitoring Form

Copeland Borough Council has a policy of Equal Opportunities in employment. In order to assist us monitor the effectiveness of this, we ask all applicants to complete the following and return it with the application form.

It will be separated from your application form by the Human Resources Section, and retained by them. The Selection Panel will not see it. The information it contains will be used for monitoring purposes only.

- 1) Name:
- 2) Position Applied For:
- 3) Closing Date for Application:
- 4) Sex: Male Female
- 5) Marital Status: Married Single
(Including Separated) (Including Widowed or Divorced)
- 6) Date of birth:

To Which Age Group Do You Belong:

- 16-19 Years 20-29 Years 30-39 Years
- 40-49 Years 50 or over

- 7) I would describe myself as:
- White Black Caribbean Black African
- Black Other Indian Pakistani
- Bangladeshi Chinese Other (Please specify)
- I do not wish to disclose this

For HR Use:

Application No:	Interviewed:
Shortlisted:	Appointed:



Application For A Guaranteed Interview For People With Disabilities

Copeland Borough Council is working towards Equal Opportunities and actively encourages applications from people with disabilities.

We are using the Guaranteed Interview Scheme because we recognize that people with disabilities have been disadvantaged in their employment opportunities.

Applicants with disabilities who meet the published minimum criteria for the job will be guaranteed an interview.

The Disability Discrimination Act 1995 defines a disabled person as someone who has:

‘A physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.’

Please state the type of disability you have:

.....
.....

If it is not obvious, please give brief details of how it affects you:

.....
.....

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Any false declaration of disability to obtain an interview may invalidate the contract of employment/posting.

Name:

N.I. Number:

Signed:

Date: