# APPLICATION FORM PRIVATE AND CONFIDENTIAL

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| SADC_Black_Medium | Application for **Casual Employment** please state what type of employment you are interested in: Typing Support/Clerical/Administrative/Other (pleasespecify) …….……………………………………………. | | |
|  | | Closing Date: By return  Period Available:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Days & Hours  Available:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Your application will be judged solely on merit irrespective of ethnic origin, race, gender, disability, age, trade union activity, marital status, religious belief or sexual orientation. It is important that you complete this form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. If you require any assistance please contact Human Resources Department on 01727 819251. Please complete in full in black ink or type.

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**PERSONAL DETAILS**

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| Surname or Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\***Ms/Miss/Mrs/Mr/Other: \_\_\_\_\_  Forenames(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel No: Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **\* = Optional**  Do you have a car at your disposal? Yes No  Do you possess a current clean driving licence? Yes No |
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**HEALTH**

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| Is there anything we need to know about your general state of health in order to offer you a fair selection interview or anything which you think might affect your ability to carry out the duties of the post?  Please state how many days off work due to sickness you had during the last 12 months: \_\_\_\_\_\_\_\_\_\_ |
| **N.B.** The successful candidate will be required to complete a medical questionnaire and may need to  attend for a medical examination |

**EDUCATION, TRAINING AND NON-VOCATIONAL EXPERIENCE (Including Membership of Professional/Technical bodies and qualifications that you feel are relevant)**

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| Please note subjects and grades etc |  |  |
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**EMPLOYMENT HISTORY**

Please list previous employers (most recent first) using a separate sheet if necessary and account for any gaps in employment. If you have had no permanent employment to date, give details of any vacation or temporary employment.

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| Name and Address of Employer | Period of Employment (give precise dates) | | Title of Post & Salary/Wage | Reason for Leaving |
|  | From | To |  |  |
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**RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION**

The information you provide in this section will be used in assessing your application. Please give details of your knowledge, skills, experience, personal qualities, and other relevant information which will support your application for the post, relating them to the requirements of the job. Please continue on additional A4 sheets if necessary and/or attach any other supporting documents.

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**PREVENTION OF ILLEGAL WORKING**

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| The Council has to prevent people working illegally in this country by law and there are severe penalties if it fails to do so.  Please confirm whether, if selected for appointment, you will be able to produce some original documents to prove your identity and that you can work for us legally under the Asylum and Immigration Act, before commencing any employment offered.  I will be able to produce one of the listed documents in connection with the Asylum and Immigration Act  YES NO  If “No”, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**REFERENCES**

Please give the name and address of two persons who would be willing to supply a reference (one of which must be your present or last employer, if applicable).

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| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Code \_\_\_\_\_\_\_\_\_\_\_\_ Tel.No. \_\_\_\_\_\_\_\_\_\_\_  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Capacity in which known to you \_\_\_\_\_\_\_\_\_\_\_\_ | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Code \_\_\_\_\_\_\_\_\_\_\_\_ Tel.No. \_\_\_\_\_\_\_\_\_\_\_\_\_  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Capacity in which known to you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you are selected for interview, can we take up this reference?  YES or NO  *(Please tick relevant box)* | If you are selected for interview, can we take  up this reference?  YES or NO  *(Please tick relevant box)* |
| The authenticity of references may be checked if you are to be offered the appointment. | |

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| **REHABILITATION OF OFFENDERS ACT 1974** |

Please give details of any convictions (date, conviction, sentence etc.) that you may have which are not excluded by the Rehabilitation of Offenders Act 1974.

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| **RELATIONSHIPS** |
| If you are related to a Councillor or Senior Officer (on grade SO1 or above) of St Albans District Council please give details of name(s) and relationship(s). |

**DECLARATION**

Our privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services. We will use your information for the purposes we have set out; keep it securely, destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to. **Please ensure you read and understand this notice.**

**I agree to give consent for you to use my personal information as set out in the privacy notice below**

I declare that all the foregoing details given in this application are true to the best of my knowledge. I understand that if I have knowingly provided false or withheld material information or canvassed a Councillor or Senior Officer of the Council in support of my application I may be dismissed from any post gained as a result.

Signed ............................................................................... Date ..............................................................

Please give any dates on which you would not be available for interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTIFICATION OF VACANCY**

How did you find out about this vacancy? Advertisement Job Centre Other

If ‘advertisement’ in which publication? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If ‘other’, please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We no longer acknowledge applications but if you would like an acknowledgement of receipt please enclose a stamped addressed envelope. You will normally hear within 3 weeks of closing date if you are being called for interview.

When completed, please return the application form by return to:

[jobapplications@stalbans.gov.uk](mailto:jobapplications@stalbans.gov.uk)

OR

**Human Resources Department**

**St Albans District Council**

**P.O.Box 2**

**District Council Offices**

**Civic Centre**

**St Peters Street**

**St Albans**

**Herts AL1 3JE.**

**What information do we collect about you?**

We collect personal information you are required to provide to us for employer functions, and personal information you agree to share with us voluntarily. We collect information when you apply to work at the Council. We collect most of this information as a lawful process because it is required by employment law [Art 6(1) (c)]. Some of the information you choose to share with us voluntarily is lawfully processed because you have given your consent [Art 6(1) (a)].

When you complete a form to provide us with information, we will tell you the consequences of failing to provide accurate information on the form. When you agree to share information voluntarily we will ask you to give your consent to allow us to use your information.

**How will we use the information about you?**

We will use the information to process your casual job application and for Human Resource purposes. We will ensure that all personal information is kept securely.

We may share your information with individuals that you have provided as a referee. We will ask you for permission to contact your referees for a reference in the application form. If you are successful, we will contact the referees at verbal offer stage if you have given your consent. Otherwise we will seek permission from you at the written offer stage before contacting the referees.

We will not share the personal information with any external organisation. We may be required to share your personal information with the Police, Internal Audit or a similar agency, or another Council for the purposes of preventing and detecting fraud.

If you’re providing us with special category personal information (such as details about your health), we will be processing this under Art. 9(2). If you’re providing us with criminal conviction personal information, we will be processing this under Art.10.

**How long will we keep this information?**

If you successfully apply to work at St Albans City & District Council, we will hold your application information during the course of your employment. We will securely destroy the information once we no longer need it, which is 6 years after your last day of employment. If you are unsuccessful, we will destroy your application information after 12 months in accordance with our Disposal Schedules.

**Your Rights**

The General Data Protection Regulations give you specific rights to control your data. The extent to which these rights will apply to you depends upon the reasons we are processing your data.

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected.

If you would like us to provide a copy of your information, or some of your information, to another organisation you have a right to ask us to transfer a copy. This relates to information you have provided to us that we store electronically.

In some circumstances you can ask us to stop processing your personal information, either completely, or while we consider a correction you have asked for. We may have a good reason for processing your data so we may not be able to delete our records of you. If we cannot comply with your request we will explain why.

**Equality Data**

Under the Equality Act we are required to monitor and report on workforce data and we use this information for that purpose. It helps us to understand our workforce and encourage diversity. The information you provide about your ethnicity; disability; gender; sexual orientation or religion is special category data. This means we have additional responsibilities when we process this information.

We are required to carry out monitoring and publish this data annually. You are **not r**equired to provide this information. If you choose to provide this information we will only use it in an anonymised form.

You and the HR Team will be able to view this information. It cannot be accessed by anyone else in the organisation.

**Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be [found here](http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18_tcm15-63804.pdf). We review this policy annually.

**Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 866100.

**How to contact us**

Please contact us if you have any questions about our Data Protection Policy or information we hold about you:

By emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter’s Street, St Albans, AL1 3JE.

**Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

**Consent**

By completing the application form you are giving consent for us to process your personal information for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling the Council on 01727 866100 and speaking to HR.If you withdraw consent we will not be able to process your application

By ticking the box to say you have read the Policy you are agreeing to give consent for us to use my personal information as set out above.

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|  | **FOR OFFICIAL USE ONLY** |  |
|  | **INTERVIEW NOTES/REASONS FOR \*APPOINTMENT/REJECTION** |  |
|  | \*(Delete as appropriate) |  |
|  | **APPOINTMENT DETAIL**  Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary Point/Wage Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Preferred Commencement Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Special Conditions of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  | Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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