



EAST CAMBRIDGESHIRE
DISTRICT COUNCIL



INVESTORS
IN PEOPLE

Application Form

PLEASE ANSWER ALL SECTIONS WHETHER OR NOT YOU SUBMIT A CV AS PART OF YOUR APPLICATION

Post Applied For:		Post No:
Surname:	Address:	
Forename(s):		
Previous Names: <i>(if applicable)</i>	Post Code:	
Tel: (day)	Tel: (evening)	
E-mail address:		

CURRENT/MOST RECENT EMPLOYMENT

Name and Address of Employer:

Tel. No.:

Post Held:

Date appointed:

Current Grade and Salary:

Date finished *(if applicable)*:

Notice Required:

Reason for leaving *(if applicable)*:

Main Duties

Please give a summary of your main duties and responsibilities (if currently unemployed give appropriate details of your last employment):

EMPLOYMENT HISTORY					
Previous Employer	Job Title and Salary/Grade	From	To	Main Duties	Reason for Leaving

EDUCATION & QUALIFICATIONS			
Secondary/Upper Schools Attended	From	To	Qualification Gained (state grade awarded)

Further Education Attended (please state if part time)	From	To	Qualifications Gained

Other Qualifications	Dates	Training Courses Attended	Dates

Computer Skills (Please state programs/software you can use and indicate level of competency/length of experience)

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Additional Information in Support of Application (Please particularly refer to the Job Profile and Person Specification. You may continue on a separate sheet if necessary)

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Referees: Give 2 business referees (not relatives) including a representative of your present or last employer.

Name:	Name:
Address:	Address:
Tel No.:	Tel. No.:
Occupation:	Occupation:

**Please note that it is our policy to seek references for all our shortlisted applicants.
Please indicate clearly if this is not appropriate.**

Do you have a car driving licence?	Yes/No
Are you a car owner or do you have access to a car?	Yes/No

Work Permit: Do you require a work permit?	Yes/No
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Declaration Are you either related to or a partner of any Councillor or Officer of East Cambridgeshire District Council:	Yes/No
If Yes give their name and state the relationship: (Canvassing, or failure to disclose relevant information will disqualify your application)	

I certify that to the best of my belief the above details are correct.

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

Thank you for your interest in this post. In the interest of economy, receipt of your application **will only** be acknowledged if you send a s.a.e. with this form.

Please note that your application will be kept on file for six months.
If you **do not** wish for this to happen please indicate by ticking the box.

PLEASE RETURN COMPLETED FORM, MARKED PERSONAL TO:

Mrs N. Pema
Principal Human Resources Officer
East Cambridgeshire District Council
The Grange, Nutholt Lane
Ely, Cambs CB7 4EE