

The Grange
Nutholt Lane
Ely
CB7 4EE



01353 665555



www.eastcambstrading
company.co.uk

Application form

Please answer all sections whether or not you submit a CV as part of your application.

Post

Post applied for

Post number

Applicant

Surname

Forename(s)

Previous names *(if applicable)*

Address

Phone number

Email address

National Insurance Number

Current/ most recent employment

Employer's name

Employer's
address

Phone number

Post held

Current grade and salary

Notice required

Date appointed

Date finished
(if applicable)

Reason for leaving
(if applicable)

Current/
most recent
employment

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
From To
Main duties
Salary/grade
Reason for leaving

Previous employer
Job title
From To
Main duties
Salary/grade
Reason for leaving

Education and qualifications

Secondary/upper school attended

Name
From _____ To _____
Qualification gained *(please state grade awarded)*

Name
From _____ To _____
Qualification gained *(please state grade awarded)*

Education and qualifications

Further education attended

Name
From _____ To _____
Qualification gained *(please state if part time)*

Name
From _____ To _____
Qualification gained *(please state if part time)*

Education and qualifications

Other qualifications

Qualification gained
From _____ To _____

Qualification gained
From _____ To _____

Qualification gained
From _____ To _____

Qualification gained
From _____ To _____

Computer skills

Please state programs/software you can use and indicate level of competency/length of experience.

Additional information

Please particularly refer to the Job profile and Person specification.

Referees

Please give 2 business referees (not relatives) including a representative of your present or last employer.

Referee 1

Name

Occupation

Address

Phone number

Email

Referee 2

Name

Occupation

Address

Phone number

Email

Car driving licence

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

Declaration

Are you either related to or a partner of any councillor or officer of East Cambridgeshire District Council?

Yes

No

If Yes, please 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

Criminal convictions

The council is committed to the fair treatment of job applicants regardless of whether someone has a criminal record. Having a criminal record does not automatically prevent an individual from working for the council. The nature of the offence, the circumstances, the type of position being offered and the length of time since the offence took place should all be considered.

[The Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended 2023\)](#) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and some are 'exempt'.

The level of the check required for this post is specified in the advert of the post you are applying for and will depend on the nature of the work.

Please check the advert for the level of DBS required for this post and fill in the appropriate form, available to download in the application pack.

I completed the Criminal Declaration form separately and enclosed it with my application.

Thank you

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 self addressed envelope 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 below.

Please return completed form, marked 'Private and Confidential' to:

HR Team
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
Cambridgeshire
CB7 4EE

or return it by email to HRTeam@eastcambs.gov.uk.