



East Cambridgeshire  
District Council

The Grange  
Nutholt Lane  
Ely  
CB7 4EE



01353 665555



[www.eastcams.gov.uk](http://www.eastcams.gov.uk)

# Application Form

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

## Post

Post Applied For

Post No

## Applicant

Surname

Forename(s)

Previous Names  
*(if applicable)*

Address

Phone No

Email Address

National Insurance Number

## Current/ Most Recent Employment

Employer's Name

Employer's Address

Date Appointed

Phone  
Post Held

Date Finished  
*(if applicable)*

Current Grade and Salary

Reason for Leaving  
*(if applicable)*

Notice Required

Current/  
Most Recent  
Employment

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Main Duties

*Please give a summary of your main duties and responsibilities.  
If currently unemployed, give appropriate details of your last employment.*

# Employment History

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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

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### Secondary/ Upper School Attended

Name  
From To  
Qualification Gained *(state grade awarded)*

Name  
From To  
Qualification Gained *(please state grade awarded)*

## Education and Qualifications

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### 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

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### Other Qualifications

Qualification Gained  
From To  
Qualification Gained

From To  
Qualification Gained

From To  
Qualification Gained

From To

## Computer Skills

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

## Additional information

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*Please particularly refer to the Job Profile and Person Specification.*

## Referees

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

Name

Name

Occupation

Occupation

Address

Address

Tel No

Tel No

Email

Email

## Car Driving Licence

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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

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Do you require a work permit?

Yes

No

## Declaration

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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

## Thank you

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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 below.

Please return completed form, marked Private and Confidential to:

HR TEAM  
The Grange  
Nutholt Lane  
Ely  
Cambs  
CB7 4EE

or return it by email to [HRTeam@eastcambs.gov.uk](mailto:HRTeam@eastcambs.gov.uk)