



EAST CAMBRIDGESH IRE  
DISTRICT COUNCIL

# Application Form

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

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

National Insurance Number:	
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## CURRENT/MOST RECENT EMPLOYMENT

Name and Address of Employer:

Tel. No:

Post Held:

Current Grade and Salary:

Notice Required:

Main Duties

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

Date appointed:

Date finished *(if applicable)*:

Reason for leaving *(if applicable)*:

<b>EMPLOYMENT HISTORY</b>					
Previous Employer	job Title and Salary/Grade	From	To	Main Duties	Reason for Leaving

<b>EDUCATION &amp; QUALIFICATIONS</b>			
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

**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:	

Email:

**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?	<b>Yes/No</b>
Are you a car owner or do you have access to a car?	<b>Yes/No</b>
<b>Work Permit:</b>	
Do you require a work permit?	<b>Yes/No</b>

**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  
HR Manager  
East Cambridgeshire District Council  
The Grange, Nutholt Lane  
Ely, Cambs CB7 4EE