



East Cambridgeshire
District Council



The Grange
Nutholt Lane
Ely
CB7 4EE



01353 665555



www.eastcambs.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 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 _____

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

Have you ever been convicted or found guilty of any criminal offence by a Civil or Military Court - even if you were only put on probation, conditionally discharged or bound over?

Yes

No

If Yes:

Date of conviction

The sentence

The nature of the offence

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

[Guidance about whether a conviction or caution should be disclosed](#) can be found on the Ministry of Justice website.

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.