



CONFIDENTIAL

Application for Employment

Dartmoor National Park Authority is committed to dealing fairly with all job applicants in all stages of the recruitment process. Appointments will be based on merit and suitability without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation in conformity to the Equality Act 2010.

Unless otherwise requested in the advertisement or job details, you are asked not to send curriculum vitae, testimonials or other documents. Further relevant information may be submitted on a separate sheet if there is insufficient space on the form.

Vacancy Details	
Post applied for	
Closing Date	

Personal Details	
First Name(s)	Surname
Address	Other Contact Details
Post Code:	Home: Work: Mobile: E-mail:
Preferred method of contact:	

Present or most recent employer						
Name & address of employer	Dates From/To	Grade	Salary/ Benefits	Job Title	Period of Notice	Date available to start
Key duties and responsibilities						
Reason for seeking new position/leaving						
Start date in Local Government*						
Name of Local Authority where probationary period completed*						

(*applies to existing local government employees only)

Employment History (please provide full details of your employment history, starting with the most recent) N.B. we reserve the right to seek references from all previous employers				
Name and address of employer <small>(Please continue on a separate sheet if necessary)</small>	Dates from/to	Salary	Position and responsibilities	Reason for leaving

Please give details and an explanation of any gaps in your employment history

Education and Training

Name of University/College/School/Training provider	Courses taken/subjects	Full/part-time	Qualifications*/Grades

* (Proof of qualifications will be required)

Other relevant training or work related skills

(e.g. short courses, first aid, languages, computer skills, work based NVQ, etc.)

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Are you undertaking any training, education or personal development at present? If so, please give details:

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Professional Membership		
Name of professional body:	Grade of membership and whether by examination:	Date:

Additional Information	
Where did you see the advertisement for this post?	
Dates when you are unavailable for interview (e.g. holidays)	
Do you, your partner or any member of your family have any interest (financial, professional or otherwise) that may conflict with you working for Dartmoor National Park Authority?*	Yes/No
Do you have a full driving licence?	Yes/No
Do you have regular use of a car?	Yes/No
Do you have any current endorsements?* If yes, please give details	Yes/No
Do you require a work permit to work in the UK?	Yes/No
Are you related to a Member or Senior Officer of the Authority?*	Yes/No
*Failure to disclose this information may disqualify you from the post.	

References	
Please provide the names of two referees, both of whom can write with authority about your performance/abilities/competence in a work/voluntary or educational environment. One should be your current or most recent employer/line manager. References will normally be taken up if you are short listed for interview.	
You may approach this referee if I am short listed for interview: Yes/No	
Name of current/most recent line manager	
Job Title	
How long have they known you?	
Address	
Postcode	Daytime Telephone Number: Mobile: E-mail:

You may approach this referee if I am short listed for interview: Yes/No	
Name	
How long have they known you?	
Relationship to you	
Address	
Postcode	Daytime Telephone Number: Mobile: E-mail:

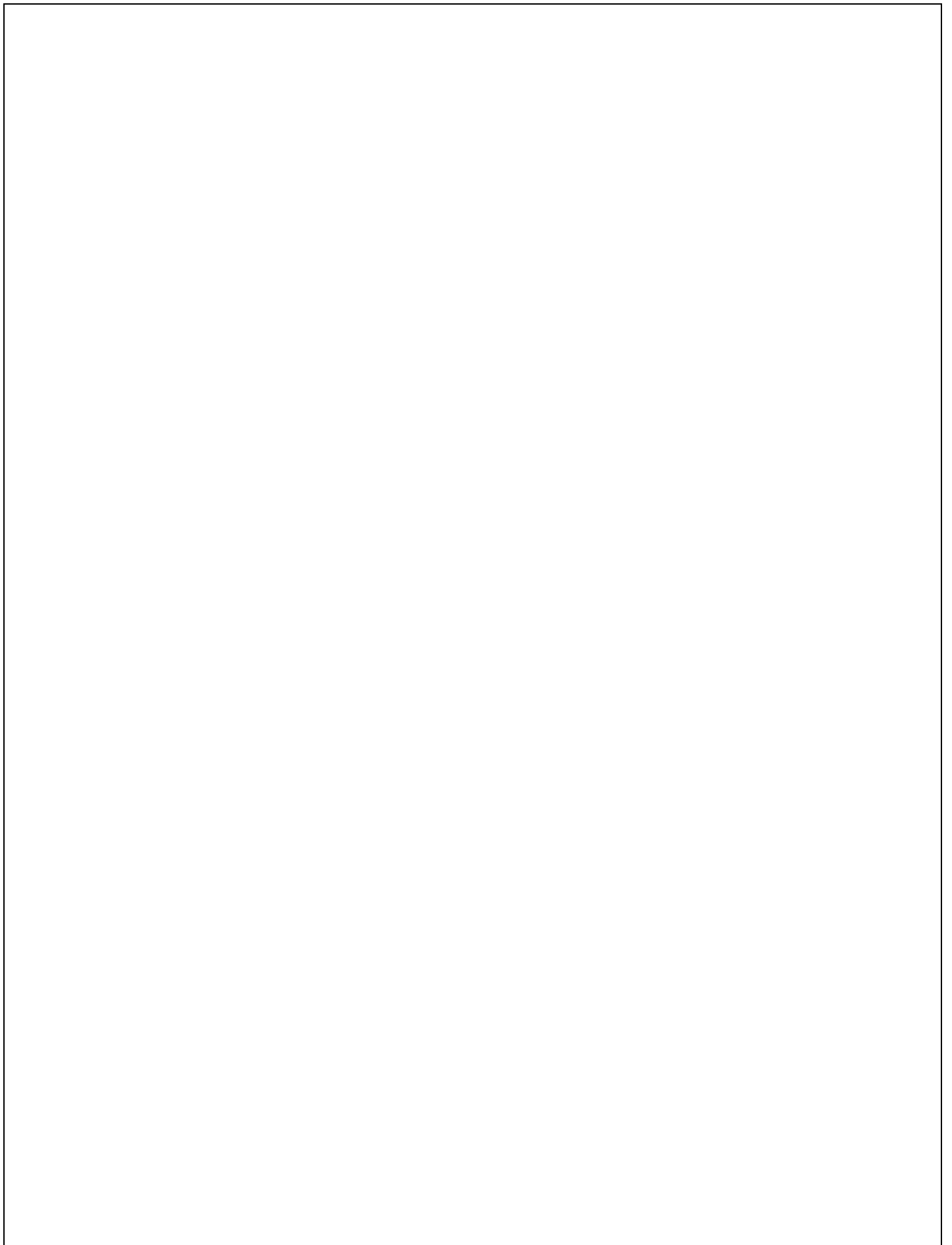
Equality Act 2010
Dartmoor National Park Authority welcomes all legislation designed to protect the rights of people. The Equality Act 2010 defines a person as a disabled person (someone who has the protected characteristic of disability) if they have a physical or mental impairment which has what the law calls 'a substantial and long-term adverse effect on their ability to carry out normal day to day activities'.
Do you consider yourself to have a disability?
Wherever possible and reasonable we will make adjustments and offer alternatives to ensure a person with a disability is not disadvantaged during the recruitment process.
If you require assistance at any stage of the recruitment process please contact the Appointing Officer or Human Resources or you may provide details below:

Disclosure of Criminal Offences – Rehabilitation of Offenders Act 1974
The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'. Please give details, including dates and places, of any convictions, cautions or bind-overs since the age of 18 years, which are not 'spent', and any pending charges or prosecutions.
If this post involves contact with children or other vulnerable members of society, or is seen as a position of trust, you will be asked to apply for a Disclosure Certificate from the Criminal Records Bureau. The disclosure of a criminal record will not debar you from appointment unless the conviction renders you unsuitable for appointment. In making this decision the Authority will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors which may be relevant. Failure to declare a conviction, caution, bind-over or pending prosecution may disqualify you from appointment or result in your immediate dismissal.

Supporting Statement

Please use this section to provide further information in support of your application. This needs to relate to the job description and person specification for the post and should cover the following:

- The experience, skills, knowledge and personal qualities which you consider make you suitable for the post
- Details of any voluntary work or other relevant activities
- Reasons for applying and the contribution you feel you will make to the work of the Authority.



Declaration

I declare that the information given in the application is, to the best of my knowledge, complete and correct and that it may be used for purposes registered by the Authority under the Data Protection Act 1998. I understand that if, after appointment, any information is found to be inaccurate this may lead to dismissal without notice.*

***By submitting this form electronically you are agreeing to this declaration.**

Signed

Date

Data Protection Act 1998

Information from this application may be processed by computer for purposes registered by the Authority under the Data Protection Legislation. Individuals have the right of access to computerised personal data concerning them.

Equal Opportunities Data Collection

Dartmoor National Park Authority is committed to dealing fairly with all job applicants in all stages of the recruitment process. Appointments will be based on merit and suitability without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation in conformity to the Equality Act 2010.

For further information, please refer to our [Equal Opportunities Policy Statement](#) provided on our website.

In order to check that the policy is working, we must have information about the diversity of job applicants in relation to these characteristics. This form is for you to classify yourself; all you have to do is decide which category is most appropriate to you and tick the relevant box.

The information that is collected in this way will be held in strict confidence and will not affect your job application in any way. No details of individual applicants will be released outside the Authority. This form is for monitoring purposes only. If you do not complete the form it will not prejudice your application, but we ask for your co-operation in giving us this information so that the Authority can continue to promote its equal opportunities policy.

ETHNIC ORIGIN

- White European
- White of other origin
- Black Caribbean
- Black African
- Black of other origin
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Asian of other origin
- Other origin, please specify

GENDER Male Female

AGE Date of Birth.....

DISABILITY

The Equality Act 2010 defines a person as a disabled person (someone who has the protected characteristic of disability) if they have a physical or mental impairment which has what the law calls 'a substantial and long-term adverse effect on their ability to carry out normal day to day activities'.

- I am a disabled person as defined by the Equality Act 2010 (please specify)
- I am not a disabled person as defined by the Equality Act 2010