



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, race, colour, ethnic or national origin, gender, religion, marital status or sexual orientation. Disability will only be taken into account in conformity to the *Disability Discrimination Act 1995* (as amended). **Thank you for your application.**

FOR OFFICE USE

Acknowledged	/	/
Short list	Yes	/ No
Interview date	/	/
Appointed	Yes	/ No
Start date	/	/

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. Please return this form under confidential cover to: **Human Resources, Dartmoor National Park Authority, Parke, Bovey Tracey, Newton Abbot, Devon, TQ13 9JQ.**

Please complete in clearly written or typed black ink. Continue on a separate sheet where necessary.

Post applied for:

Closing date:

Personal Details

First name(s):

Last name:

Address:

Daytime tel. no. (inc . STD):

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Evening tel. no. (inc . STD):

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Mobile no.:

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E-mail address:

Postcode:

Preferred method of contact:

Employment History Present/most recent post

Name and address of employer:

Job/Title:

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Grade:

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Date from/to:

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Salary/Other benefits:

Postcode:

Major duties/responsibilities:

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Reason for seeking new position/leaving:

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Period of notice:

Date available to start:

Is your present post your sole regular employment? Yes No

Start date in Local Government*:

Name of Local Authority where probationary period completed*:

(*Applies to existing local government employees only.)

Professional Membership

Name of professional body:	Grade of membership and whether by examination:	Date:
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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?* (if yes, attach details) Yes No

Do you have full driving licence? Yes No

Do you have regular use of a car? Yes No

Do you have any current endorsements?* If yes, attach 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

If yes, name of Member or Senior Officer and relationship:

(*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 shortlisted for interview.

You may approach this referee if I am shortlisted for interview: Yes No

Name of current/most recent line manager:

Job title: How long have they known you?

Address: Postcode:

Daytime tel. no.: E-mail:

You may approach this referee if I am shortlisted for interview: Yes No

Second referee (name): Relationship to you (e.g. tutor)

Job title: How long have they known you?

Address: Postcode:

Daytime tel. no.: E-mail:

Disability Discrimination Act 1995

Dartmoor National Park Authority welcomes all legislation designed to protect the rights of people. The *Disability Discrimination Act 1995* defines a person as having a disability if he or she 'has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider yourself to have a disability? Yes No

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:

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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.

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If the 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.

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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