

# APPLICATION FOR EMPLOYMENT



Ribble Valley  
Borough Council

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

Please use dark ink and write clearly or type

Application for the post of:

Reference number:

## PERSONAL DETAILS

Title: (e.g.. Mr, Mrs, Miss, Ms, Mx)			
Surname:			
First name(s):			
Address:			
	Town:	Postcode:	
Previous surname (if any):			
Email address:			
Contact number:	Home:	Mobile:	Work:

Do you have a full current driving licence? **Yes/No**

Do you own a car? **Yes/No**

If you are applying for a post where a specific driving qualification is essential, please list the categories of vehicles you are licensed to drive/operate:

## RELATIVES OF MEMBERS OR OFFICERS

If you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or Employee of the Council; or of the partner of such persons you must specify the relationship below.

Are you related (as stated above) to any Councillor or Employee of the Council? **Yes/No**

If yes, please give details below:

The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor or Employee for any appointment with the Council

## EMPLOYMENT HISTORY

Present Employment (Leave blank if unemployed)	Name of your present employer and address:
Date of Appointment	
Present Salary and Grade	How many employees do you supervise?
Description of Duties (you can use further sheets if necessary)	
Reason for Leaving:	

## PREVIOUS POSITIONS AND EMPLOYERS

Employer's name and nature of business	Position held	Dates		Grade / Salary on leaving	Reason for leaving
		From	To		

## EDUCATION

Secondary School / College / University	Dates		Qualifications gained	Grades	Date
	From	To			

## TRAINING AND ACHIEVEMENTS

Details of any other specialised training or qualifications not covered in previous sections  
(e.g. short courses, on-the-job training, management course, apprenticeship, work experience, NVQ's)

## MEMBERSHIP OF PROFESSIONAL BODIES (state whether by examination)

Body	Membership status	Since

## GENERAL EXPERIENCE AND FURTHER INFORMATION

This space is provided for any additional information you consider relevant to your application. Please include details of relevant professional or personal experience and your reasons for applying for this vacancy.

*Please continue on an additional sheet if necessary*

## REFERENCES

It is our policy to request two satisfactory references for candidates at the final stage of the recruitment process when a conditional job offer has been made. References must be from your current and previous employer, **preferably via their HR Department**. Should two employment references not be available, we will contact you to discuss this further.

Name		
Position held		
Address		
Telephone		
Email		
How much notice do you need to give your present employer?		

Where did you see this job advertised?

I certify that my replies are true, complete and correct to the best of my knowledge and belief.  
I understand that any false statements or the withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or for its immediate cancellation if any appointment has been accepted.

Signature ..... Date .....

**Please return this form to:**

**HR@ribblevalley.gov.uk OR (Strictly Private and Confidential) HR Section,**  
Ribble Valley Borough Council, Council Offices, Church Walk,  
Clitheroe, Lancashire, BB7 2RA