Café & Information Assistant

APPLICATION FORM

*You must not alter the design or layout of this form in any way. Applications to be returned to -* [*temporarystaffing@northumberland.gov.uk*](mailto:temporarystaffing@northumberland.gov.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| Which area of the County? | | * North Northumberland e.g. Alnwick, Berwick | * West e.g. Hexham, Haydon Bridge |
|  | * Central e.g. Morpeth, Ashington | * Cramlington/Bedlington/Seaton Valley/Blyth | Specific details: |

PERSONAL DETAILS

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | | | | First name(s): | | | | |
| Former or changed name(s): | | | | | | | | |
| Home Tel: | | | | | Current Address: | | | |
| Work Tel: | | | | |
| Email: | | | | | | | Post Code: | |
| To comply with legislation you are required to take to interview original proof and a copy of your Right to Work in the UK evidence. No-one is allowed to commence employment with the Council without this evidence.  Are you eligible to work in the UK/EEA? Yes / No  If yes, please confirm the type of document you can provide as evidence  Do you require a work permit to work in the UK? Yes / No | | | | | | | | |

CURRENT OR LAST EMPLOYMENTOR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER

|  |  |  |
| --- | --- | --- |
| Employer’s name | Position held | |
| Employer’s address | | Date started |
|  | | Date finished |
|  | | Reason for leaving |
| Salary | | Other Benefits |

|  |
| --- |
| Brief description of duties, responsibilities etc |

PREVIOUS EMPLOYMENT - since leaving school, including voluntary work. Please list the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Job Title | Organisation |
|  |  |  |  |

AVAILABILITY / FLEXIBILITY - state individual days / times

|  |  |  |  |
| --- | --- | --- | --- |
|  | AM | PM | OVERNIGHT |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

EDUCATION, VOCATIONAL TRAINING AND QUALIFICATIONS relevant to the position. Please list most recent first

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Establishment | Examinations, qualifications, grades and achievements | Date of Award |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| REFERENCES |
| Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. References should be from previous employers or academic e.g. school or university tutor. If you have any questions regarding references, please contact the Temporary Staffing Team who will be happy to advise |

|  |
| --- |
| Name |
| Position |
| Type of reference |
| Address  Postcode |
| Telephone No. |
| Email address: |

|  |
| --- |
| Name |
| Position |
| Type of reference |
| Address  Postcode |
| Telephone No. |
| Email address: |

RELATIONSHIPS

|  |
| --- |
| Please declare below any family or close relationship with an existing employee, governor, councillor of Northumberland County Council or School within Northumberland. Please refer to guidance notes. CANVASSING OR NON DECLARATION COULD RESULT IN DISQUALIFICATION |

REHABILITATION OF OFFENDERS 1974S

|  |  |
| --- | --- |
| This post is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet spent under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, please consult www.gov.uk  Do you have any unspent convictions? Yes / No  If yes, please give details and dates  Are any prosecutions pending? Yes / No  For certain roles within the Council you may be required to undertake a Disclosure and Barring Service (DBS) check | |

**GENERAL DATA PROTECTION REGULATION 2018 PRIVACY STATEMENT**

|  |  |
| --- | --- |
| Northumberland County Council is the data owner of the information collected by us. The information collected will enable us to process your job application. We will not provide your personal information to any other external organisation or individual unless it is lawful to do so, e.g. the prevention and/or detection of crime, where sharing is covered by a data sharing agreement or Service Level Agreement (SLA), or where you have provided explicit consent to do so. Personal data will be held securely, then destroyed in line with the HR data retention schedule. The Council’s retention schedules and Privacy Notice can be found on the Council’s website. | |
| DECLARATION | |
| I declare that the information given on the above form is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed, I understand that in line with the General Data Protection Regulation (2018), the Council will be required to retain and make reasonable use of the personal information I have provided in order to enter into an employment contract and in connection with its employment policies, procedures and practices.  **SIGNED**……………………………………………………………………..……… **DATE**…………………….…… | |