



APPLICATION

This document can be made available in other languages, on tape, in Braille, large print and in other formats. For more information please contact 01803 208973.

Thank you for requesting an application form for a vacancy at Torbay Development Agency. We will use this form to help us decide your suitability for the job so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their employee file and may be used for a number of employment related purposes.

Please note: **CVs will not be accepted**; all sections of the form must be completed; late applications will not normally be considered

Post Applied for:	
Job Reference:	
Closing Date:	
Where did you hear about the job?	

Personal Details:

Name (inc title):	
Address:	
Daytime No (incl. STD code):	
Evening No (incl. STD code):	
Mobile No :	
E-mail Address:	

Present / most recent employer: (this may be paid or unpaid)

Job Title:	
Employer's Name & Address:	
Date started: DD/MM/YYYY	
Notice Required: Or Date left: DD/MM/YYYY	
Reason for leaving:	
Brief Description of Duties:	
Pay and other Benefits:	

Full record of previous employment: (this may be paid or unpaid)

Educational Establishment / College / University	From	To	FT/PT	Exams passed and Qualifications gained including NVQs (include grades and date attained)

Professional Membership / Registration:

Professional Body	Membership Registration No	Membership Status	Date Entered / Awarded

Relevant Training (e.g. short courses/ further development):

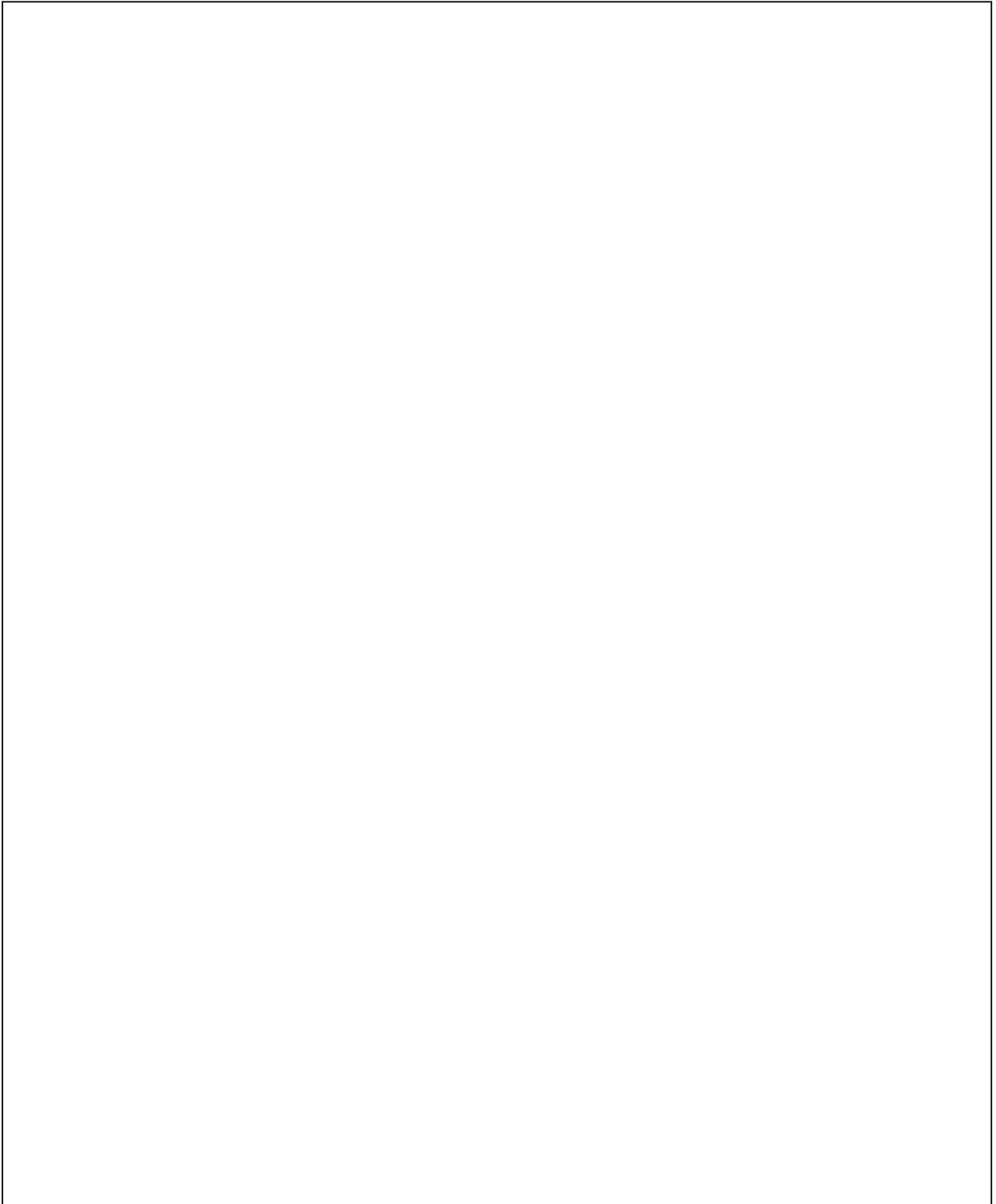
Course	Date	Qualification (if appropriate)

Please continue on an additional sheet if necessary.

Supporting Evidence:

Please indicate below why you are applying for this post:

Please say how your skills, knowledge and previous experience, whether paid or unpaid, community activities, domestic or family experience, are relevant to the post and how they meet the **criteria** on the **person specification** and **job description**:

A large, empty rectangular box with a thin black border, intended for the applicant to write their response to the question above. The box is currently blank.

Please continue on an additional sheet if necessary.

References:

Please give the name and address of two referees from which we may seek information regarding your suitability for employment covering at **least the last 5 years** of your employment. If you are currently employed, one of the referees must be your current employer; otherwise it must be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school / college or university. These should not include a relative and personal referees must be able to comment on your skills and abilities in relation to the post. Please continue on a separate sheet if necessary

It is the company's practice to take up references for short-listed applicants prior to interview unless you request otherwise

REFERENCE 1		REFERENCE 2	
If you do not wish this person to be contacted without prior consultation please put a cross in the box <input type="checkbox"/>		If you do not wish this person to be contacted without prior consultation please put a cross in the box <input type="checkbox"/>	
Name:		Name:	
Address:		Address:	
Telephone No:		Telephone No:	
Email:		Email:	
Relationship:		Relationship:	
How long known?		How long known?	
From:		From:	
To:		To:	

Please provide details of additional references on a separate sheet of paper if necessary to cover the last 5 years of employment.

For official use ONLY - section to be completed by designated company representative

Verbal Verification –

A written reference must be verbally verified on receipt. This must be recorded below

Reference 1	Reference 2
Name/Details of the person contacted:	Name/Details of the person contacted:
Date the verbal verification took place:	Date the verbal verification took place:
I have verbally verified this reference:	I have verbally verified this reference:
Name:	Name:
Signature:	Signature:
Date:	Date:

Declarations:

The Equality Act 2010

Torbay Development Agency (TDA) is an Equal Opportunities employer. Disabled people are encouraged to apply. Disabled applicants who broadly meet the essential criteria of the person specification are guaranteed an interview.

The Equality Act 2010 defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities”

Please confirm whether you consider yourself to have a disability.

Yes **No** (please tick)

What is the nature of your disability?

Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process. Please provide details of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview.

Eligibility to work in the UK

Are you eligible to work in the United Kingdom and are you able to provide proof of this?

Yes **No**

The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every person, before they start work, therefore if you are asked to interview, you will be required to provide evidence (original documents only) that you are eligible to live and work in the UK and copies will be taken at interview and if unsuccessful these will be destroyed in accordance with the Data Protection Act 1998 (DPA). If you are offered the post these original documents will be retained on your personal file

Torbay Development Agency is a trading name of Torbay Economic Development Company which is a company controlled by the Council of the Borough of Torbay. Are you in any way related to or have a personal relationship with the Elected Mayor, any elected member of the Council or employee of the Council?

Yes **No**

If 'Yes' please give details below:

Name:

Job Title:

Relationship:

Soliciting support or information, which may be deemed to offer an unfair advantage, from the Mayor, any Elected Members or employees of Torbay Council in connection with this appointment will disqualify your application

Do you have any convictions that are not spent under the **Rehabilitation of Offenders Act 1974**?

Yes No

If 'Yes' please give details below or on an additional sheet if necessary

Have you been the subject of formal disciplinary action in your past employment or currently in the process of ongoing disciplinary action in your current position?

Yes No

If 'Yes' please give brief details below or on an additional sheet if necessary

I confirm that I have read and understood the enclosures provided with this application form

I confirm that the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information that could affect the Council's decision to employ

I understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated

I declare that I have not canvassed any employee or Councillor either directly or indirectly in connection with this application

I note that the information provided on this application form may be held, further processed or verified in accordance with the Data Protection Act 1998

Data Protection - Fair Processing Notice

The collection, processing, maintenance and retention of any personal data which Torbay Development Agency (TDA) processes, is governed by legislation such as the UK Data Protection Act 1998, and by the company's own policies and procedures. The TDA will use any personal data you provide within this document solely for the purpose of assessing the eligibility of your application when applying for a TDA vacancy. The information given will be provided to TDA employees acting as response handlers and recruitment managers. They may share the information with colleagues for the purpose of shortlisting and interviewing for the vacancy. The information may also be shared with external parties if required by law. The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur. If you are successful in your application for employment with the TDA, then the application form will be kept on your personnel file for the duration of your employment. For information regarding how your personal data is used by the TDA, please contact us on 01803 208973.

I note that the information provided on this application form may be held, further processed or verified, in accordance with the Data Protection Act 1998

Signature:

Date:

Submitting this completed application form electronically signifies your acceptance of ALL of the above declarations