

# APPLICATION FOR EMPLOYMENT

**PRIVATE AND CONFIDENTIAL**

**Please complete in BLOCK CAPITALS**

Job Reference Number:  Applicant Reference Number:

Position applied for:

How did you hear of this vacancy? (include date) .....

## A. PERSONAL PARTICULARS

Full Name: Mr/Ms/Mrs/Miss	
Address:	Telephone Numbers:
	Home:
	Mobile:
	Business: <input type="checkbox"/>
	(Tick box if you do not want to be contacted at work).
Email:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview.
N.I. Number:	Do you have the right to work in the United Kingdom Yes/No

## B. EDUCATION AND QUALIFICATIONS

**QUALIFICATIONS:** Please give details of examinations attempted and results (including any examinations failed).

Name(s) and Address(es) of School(s)/College(s)	Dates		Subject/Courses Studied & Level	Examination Result/ Grade (include any examinations failed)
	From	To		

**FURTHER AND HIGHER EDUCATION:** Please give details of all further and higher education since leaving school including training courses and details of qualifications.

University/College/ Institute Attended	Dates		Subjects Studied Type of Training	Qualifications Obtained
	From	To		

**C. EMPLOYMENT HISTORY**

Please list in reverse order all the organisations for which you have worked during the last 20 years:

Name (s) and Address (es) of Employer (s)	Dates		Position Held/ Main Duties	Starting/ Leaving Salary	Reason for Leaving
	From	To			

PLEASE GIVE DETAILS OF ANY EXPERIENCE, SKILL OR ACHIEVEMENTS WHICH YOU FEEL MAY BE RELEVANT IN YOUR APPLICATION FOR EMPLOYMENT. (Continue on separate sheet if necessary).

## D. HEALTH

Are you in good health? If no, please give further information:	Yes/No
Do you have any disabilities which may affect your application? If Yes, are there any reasonable adjustments, which you feel, should be made to the Recruitment process to assist you in your application for the job?	Yes/No
Are you prepared to undergo a medical examination prior to employment?	Yes/No

## E. SUPPLEMENTARY INFORMATION

Please give dates of any holidays arranged:	
Are you subject to any restraints in your current or future employment? If yes, please give further information:	Yes/No
Are you willing to work overtime/weekends/nights* when required? *Delete as appropriate	Yes/No
<b>Rehabilitation of Offenders Legislation:</b> Because of the nature of the work for which you are applying, this post is exempted from the provisions of the Rehabilitation of Offenders legislation. Applicants are therefore not entitled to withhold information about 'spent' or 'unspent' criminal convictions, or where applicable also about conditional discharges, bind overs or cautions. In view of this requirement, please provide preliminary details, including all relevant dates:	
Employment will be subject to receipt of a satisfactory disclosure from the Criminal Records Bureau. Information received will be treated in the strictest confidence and will generally be retained by the Boards for a period of 6 months or for as long as is deemed necessary. A criminal record will not necessarily be a bar to obtaining employment by the Boards	
Salary Range Expected:	
How much notice are you required to give to leave your present employment?	
Have you worked for us before? If yes, give details of reason for leaving:	Yes/No
Please list your interests, sports, hobbies, etc.	
Do you have a current full driving licence?	Yes/No
Does your licence have any current endorsements? If yes, please give further information:	Yes/No



## **Data Protection Notice**

The Bedford Group of Drainage Boards is a Data Controller and can be contacted at:

Bedford Group of Drainage Boards, Vale House, Broadmead Road, Stewartby, Bedfordshire MK43 9ND.  
Tel: 01234 767995  
Email: [contact@idbs.org.uk](mailto:contact@idbs.org.uk).

The Data Protection Officer can be contacted at the same address.

We are collecting your personal data as you have contacted us with a job application. Your data will not be shared with third parties but may be used for Board purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

If your application is unsuccessful your information will be kept for 6 months in line with our retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113

For further information on our Data Protection Policies please visit: <https://www.idbs.org.uk/legal-financial/policy-statements/>

