App :

For official use only

Application Form
BID Huntingdon Ranger

You are advised to read the **Guidance Notes for Applicants** available with this application pack carefully as the decision to shortlist you for interview will be based on the information you provide on this form.

Job Title: BID Huntingdon Town Ranger

Closing Date: 23 April 2021

This application form is in two parts:

Part 1: Education, employment history and supporting information.
This section will be detached for short-listing purposes.

Part 2 : Personal details and equal opportunity data.
This section will be detached and filed for equal opportunity data.

Please send or email your completed application form with a covering letter and a CV (if available) marked PRIVATE & CONFIDENTIAL to

BID Huntingdon Ltd
23a Chequers Court
Huntingdon
PE29 3LZ

Tel: 01480 450 250
email: info@bidhuntingdon.co.uk
Website: www.huntingdonfirst.co.uk

Part 1

Job Title: **BID Huntingdon Town Ranger**

Current or Most Recent Employment

Employer's Name:

Position :	Salary:
Address:	Notice period:
	Start date:
	End date:
Postcode:	Telephone no:

Please give a brief description of your duties/responsibilities (if you are currently unemployed please give appropriate details of your last employment):

Reason for leaving: ……

Previous Employment

Please give details of employment, starting with your current/most recent position and working backwards. Please give an explanation for any gaps in employment. **Continue on an additional sheet if necessary**.

Name & Address of Employer	Date (From – to)	Position held	Details of duties/responsibilities and reason for leaving

Secondary Education

Level	Subject Detail	Grade

Further Education

College/University	Course	Qualification Obtained

Relevant Courses/Awards (e.g. short courses attended/certificates/awards)

Organising Body	Brief details of Course/Award	Duration	
		From	To

Supporting Statement

Please give, in support of your application, additional information that you consider important and any relevant experience, skills and knowledge you have. Please continue on a separate sheet if necessary.

References

Please see '**Guidance Notes for Applicants'** to ensure the correct referees are given.
If you are known to either of your referees by another name please give details.

First Referee (current or most recent employer)	**Second Referee**
Name of Organisation:	Name of Organisation:
Position:	Position:
Work Relationship: e.g. line manager	Work Relationship: e.g. line manager
Address:	Address:
Postcode:	Postcode:
Telephone number: (inc. STD code)	Telephone number: (inc. STD code)
E-mail Address:	E-mail Address:
☐ On occasion we may seek to obtain candidates references prior to interview. Please tick if this referee is not to be contacted prior to interview.	☐ On occasion we may seek to obtain candidates references prior to interview. Please tick if this referee is not to be contacted prior to interview.

Convictions and Cautions

To be read in conjunction with the criminal convictions section on the application guidance notes.

Because of the nature of the work for which you are applying, the post is exempt from the provision of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions that for other purposes are 'spent' under provision of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by
BID Huntingdon Ltd.

Notes:
Any information given will be treated as confidential and used only in connection with this application.

An offer of employment may be withdrawn or employment may be terminated if any relevant information which was not disclosed is revealed by subsequent checks.

If you are in any doubt about whether to declare a previous conviction, you should contact your local Probation Office, the Citizens Advice Bureau, or your solicitor.

Do you have any cautions, criminal conviction(s) or criminal convictions pending? Yes ☐ No ☐

If **YES**, please state their nature?

Date of conviction (s):

Rehabilitation of Offenders Act

Please tick box if you have been convicted of an offence, received a formal caution by the police or received a bind-over set by a court, if unspent, or have any prosecutions pending against you ☐

Part 2

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Part 2 will be separated from your application and
will not be used by those selecting candidates for interview.

Additional information is given in the **Guidance Notes for Applicants** to help you.

Personal Details

Surname:	Previous Surname(s):
Forename(s):	Title:
Address:	N. I. Number:
	Email:
Postcode:	DOB:
Telephone numbers (including STD codes):	
Day	Home
Work	Mobile

Employment Status/Asylum and Immigration Act 1996

We can only employ people who are legally entitled to work in the UK.

I can confirm that I am entitled to work in the UK: ☐ Yes ☐ No

Do you require a work permit? ☐ Yes ☐ No

If you were offered a position with BID Huntingdon
would you continue to hold any other position? ☐ Yes ☐ No

If YES please give post title, organisation and hours worked?

Where did you see the post advertised?

Disability

Under the Equality Act 2010 disability is defined as:
'*A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities*.'
Do you consider that you have a disability, including 'hidden' disabilities i.e. dyslexia, learning disability, epilepsy? ☐ Yes . ☐ No
If YES, please give details of your disability:

Would your disability cause you to have any special requirements if you were asked to attend an interview at these offices? ☐ Yes ☐ No
If so, please give details of how we could assist you:

Data Protection Act

The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. This information will be kept for a maximum of 6 months from last contact.

When you sign and return this form you are giving permission to process and hold the information you have supplied on it, including any information you consider to be personal and sensitive. If your application is unsuccessful, the form will be held for 6 months and then destroyed. The information may be used by BID Huntingdon for the purposes of equality monitoring, compiling statistics and maintaining other employment records.

Declaration

I am signing this to confirm that all the information I have put in this form is true and accurate, and that I have read all the relevant sections of the application form guidance notes.

I also understand that satisfactory references, qualifications and evidence of the right to work in the UK are required before any final offer of employment can be made.

Please see **Guidance Notes for Applicants – Code of Conduct & Declaration** before signing and dating this application form.

Signature of applicant: **Date:**

Please return completed application by 23 April 2021

Please send or email your completed application form with a covering letter and a CV (if available) marked PRIVATE & CONFIDENTIAL to

BID Huntingdon Ltd
23a Chequers Court
Huntingdon
PE29 3LZ

info@bidhuntingdon.co.uk

Thank you for submitting your application to BID Huntingdon