



Tees Valley
Rural Community
Council

PERSONAL DETAILS

Ref No: _____
(For Office Use Only)

1. TITLE (Mr, Mrs, Ms etc)

2. NAME IN FULL

(Please tick box)

MALE

FEMALE

3. ADDRESS

.....

.....

POSTCODE

HOME TELEPHONE NO

WORK TELEPHONE NO

MOBILE TELEPHONE NO

E-MAIL ADDRESS

4. AGE (Please tick box)

15-19

20-29

30-39

40-49

50+

5. CULTURAL AND ETHNIC ORIGIN

(Please tick box which you feel best indicates your cultural and ethnic origin)

African

UK or Irish

Caribbean

EC

Asian

Other European

OTHER (Please specify)

6. REFERENCES

Please nominate two referees. If you are in, or have just completed full time education, one referee should be from your school/college.

If in employment, one referee should normally be your present employer. Tees Valley Rural Community Council reserves the right to contact the present employer of those candidates short-listed prior to interview unless specified otherwise.

REFEREE 1. Name:

Address:

.....

Position held:

Tel No:

REFEREE 2. Name:

Address:

.....

Position held:

Tel No:

7. DISABILITY DISCRIMINATION ACT (DDA) 1995

“The Act defines disability as physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities. People who have a disability, and people who have had a disability, but no longer have one, are covered by the Act.”

Do you consider yourself to have a disability within the meaning of the DDA?

(Please tick box) YES NO

Do you need any special help if you are called for interview?

Please complete attached form if the answer to the above is ‘Yes’.

8. ADVERTISEMENT

Where did you see our advertisement or what prompted your application?

Signature:

Date:

OTHER DETAILSRef No: _____
(For Office Use Only)

APPLICATION FOR THE POSITION OF:

9. EDUCATION and QUALIFICATIONS (commencing at 11 years)

Secondary Education Schools/Colleges attended (Name and address)	Dates		Qualifications Obtained	Grade	Year Taken
	From	To			

10. FURTHER ADVANCED EDUCATION

University/Polytechnic/ Colleges attended (Name and address)	Dates		Qualifications Obtained	Grade	Year Taken
	From	To			

11. PROFESSIONAL QUALIFICATIONS
(Including membership of professional bodies)

Name of Body/Institute	Level of Membership	Year Obtained

12. OTHER COURSES ATTENDED (including short courses and seminars)

Name of Course	Dates		Details
	From	To	

13. PRESENT OR LAST EMPLOYER

Name of Employer:

Address of Employer:

Position Held:

Salary: Grade:

Date employed from: Date employed to:

Main Duties and Responsibilities:

14. PREVIOUS EMPLOYMENT

Name and Address Of Employer	Position held	Dates		Salary	Grade
		From	To		

15. STATEMENT IN SUPPORT OF THE APPLICATION

In completing this section you must refer specifically to Tees Valley Rural Community Council requirements for the post as identified in the Person Specification. Please complete this section demonstrating your suitability under the following headings: (A) Skills, Abilities, Knowledge, (B) Education and Experience, (C) Attitudes, (D) Circumstances. If you feel there are other relevant factors in support of your application, please state those as well.

(continue on a separate sheet if necessary)

16. GENERAL

Are you related to any Member of Tees Valley Rural Community Council Executive Committee or a Member of Tees Valley Rural Community Council Staff?

YES NO

If 'YES' state name: Position held:

(NB: Canvassing or failure to disclose will disqualify)

If appointed, when will you be able to commence duties?

Do you possess a full driving licence? YES NO

Are you a car owner? YES NO

Are you eligible to work within the UK? YES NO

17. SPENT CONVICTIONS

Have you been convicted by a court of any offence? YES NO

Please list below all current and "spent" convictions in chronological order. Because of the nature of the work in which you may be involved, including some work which may require regular direct contact with young people for example, you are asked to declare any criminal convictions including those which would otherwise be regarded as "spent". All TVRCC employees will be police checked appropriate to their level of contact with children, young and vulnerable people.

NB "Spent" convictions means any convictions for which the normal rehabilitation period for offences under the Rehabilitation of Offender Act 1974 (Exemptions) Order 1975 has expired.

18. WHAT TO DO NOW

Please ensure you have completed all sections 1-17, and then return the completed application form to:

**Tees Valley Rural Community Council
Unit 2A Cadcam Centre
High Force Road
MIDDLESBROUGH
TS2 1RH**

No acknowledgement of receipt of the completed application form will be sent, but confirmation of receipt may be obtained by telephoning TVRCC on (01642) 213852