

The Basildon Centre, St Martin's Square, Basildon,  
Essex SS14 1DL.  
Tel: 01268 294263 Email: [training.info@basildon.gov.uk](mailto:training.info@basildon.gov.uk)  
Website: [www.basildon.gov.uk/jobs](http://www.basildon.gov.uk/jobs)

Date's requested: From:	To:
Or Specific days:	
Please state dates NOT available for interview:	

### Personal Details

Surname:	First name(s):
Address:	Tel (Home):
	Tel (Mobile):
	Tel (School):
	E-mail:

### Current School / College / University

Name and address of School / College / University:	HCS application	YES / NO
Contact Name:	Telephone Number:	
Brief description of preferred subjects for work experience:		

\* If still at secondary school please go the hobbies section.

Please complete if applicable:

**Education Including Professional Development e.g. NVQ, Open University etc.**

Secondary School/College/University:	Dates attended:	Qualifications:	Dates obtained:

**Hobbies, Interests, Clubs**

Please give any interests you may have or any previous work experience:

General Information	
Do you have a valid driving licence?	YES/NO
Do you have access to a vehicle, which you are able to use for work purposes?	YES/NO
Are you related to any Councillor or employee of the Council?	YES/NO
If yes, please give details i.e. Name, department:	

### Criminal Records

Rehabilitation of Offenders Act 1974

1. If you are applying for a work experience post classified as exempt from the Rehabilitation of Offenders Act 1974, you must state whether or not you have any convictions, criminal charges or summonses pending against you.

2. If the work experience post you are applying for is not exempt, then you may regard certain convictions as spent.

3. The successful work experience candidate will be required to provide their written approval for the Council to contact the Criminal Records Bureau for additional information. The successful applicant will be sent the necessary paperwork to allow a check to take place.

Have you been convicted of any criminal offences?

Yes  No

If you have answered 'Yes' to the above question please give details including dates and sentences, if applicable, in the 'additional information' section (you only need to declare any convictions or cautions if you are applying for a post involving direct provision or management of services to vulnerable clients).

### Working with Children and Vulnerable Adults

Basildon Council is committed to ensuring that its policies and procedures are consistent with Essex Safeguarding Children Board guidance. This guidance will help to minimise the risks to vulnerable groups, including children, and to ensure that the Council safeguards the health and well-being of its Service Users.

If you are applying for a work experience post that involves contact with children or vulnerable adults, or if the work experience post has been defined as "regulated" by Basildon Council under the Safeguarding Vulnerable Groups Act 2006, this will be marked on the advert and/or within the Job Description, the work experience post will be exempt under the Rehabilitation of Offenders Act 1974. This will mean that you must declare all criminal convictions and any criminal charges or summons pending against you and answer the following questions:

Have you ever had any allegations, disciplinary or capability proceedings brought against you relating to the treatment of children?

Yes  No

If 'Yes', please give details in 'Additional Information' section.

I know of no reason why I should not work with children/vulnerable adults.

Agree  Disagree

If you selected 'Disagree' above, please give details in 'Additional Information' section.

## Data Protection Act 1998

I understand that by signing this form I am giving my consent for the information contained therein to be recorded and made available by Basildon Council to internal departments for the process of recruitment selection. The personal information contained within this form will be held securely and in accordance with the Data Protection Act for a period of one year after my application is submitted then disposed of securely and confidentially.

## Guidance Notes

Decisions regarding which candidates are selected for an interview are based on the information you provide in your application form. Selectors are unable to guess or make assumptions on skills and experience you may have.

**Therefore please think carefully before completing your form.**

- Consider any information carefully.
- Think about your skills and experience in relation to the work experience you require.

**How can you show you have the skills, knowledge and experience necessary?**

- Your application form will need to show the appropriate skills, interest and experience you have gained.
- Remember that unpaid work at home or in the community can be just as valuable as paid work.
- If you have experience of supervising or managing staff, explain your experience and how many people you supervised.

**Always:**

1. Do a rough draft first so that you avoid mistakes and repetitions on your application form.
2. Check that dates are correct and in the right order.
3. Complete the form in black ink, using a ball-point pen or type the form if preferred.
4. Keep a photocopy of the application form for your own records.
5. Forward the application form to the address below.

## Please sign and date this declaration

The details given on this application are correct to my knowledge and belief. I understand that my application may be rejected or that I may be released from work experience for withholding relevant details or giving false information. By signing and returning this application form, I consent to the employer using and keeping information about me provided by me or by third parties such as referees relating to my application of future employment.

Signature:

Date:

WHEN COMPLETED, PLEASE RETURN TO:

**Basildon Borough Council**  
**Organisational Development, St. Martin's Square,**  
**Basildon, Essex. SS14 1DL**




## 5. Equality Act 2010

Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport.

The Council is participating in the positive action,  to assist disabled applicants in obtaining employment, this is where applicants meeting the minimum criteria of the role will be selected for interview.

**This section is voluntary, and you do not have to complete this section if you do not wish to do so.** This positive action applies if you have an impairment which has a long term and adverse effect on your ability to carry out day to day functions.

I have a disability as defined within this section and I would like to participate in the  positive action scheme. (please circle) YES  NO

Basildon Council is committed to removing barriers to employment for people with disabilities.

**6. To which age band do you belong?** (tick one box only).

15-19  20-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-65

Thank you for your co-operation