



Application Form

Personal Details

Title	
Surname	
First Names	
House / Flat Number or Name	
Address Line 1	
Address Line 2	
Town	
County or Region	
Country	
Postcode	
Landline Number	
Mobile Number	
Email Address	
If appointed, will you be able to produce a passport showing that you are a British Citizen or have a right of abode to stay/work in the UK, or an original document showing your National Insurance number or birth certificate?	
Do you hold a current driving licence?	
Do you have or have you been notified of an endorsement for an offence while driving? (Penalty Points)	
Do you have any unspent criminal convictions? **	

*As defined in the Rehabilitation of Offenders Act 1974

Education, Training and Professional Memberships

University/College/School	Qualification Gained	Date
Other Qualifications, Training or CPD	Qualification Gained	Date
Professional Body	Level	Date

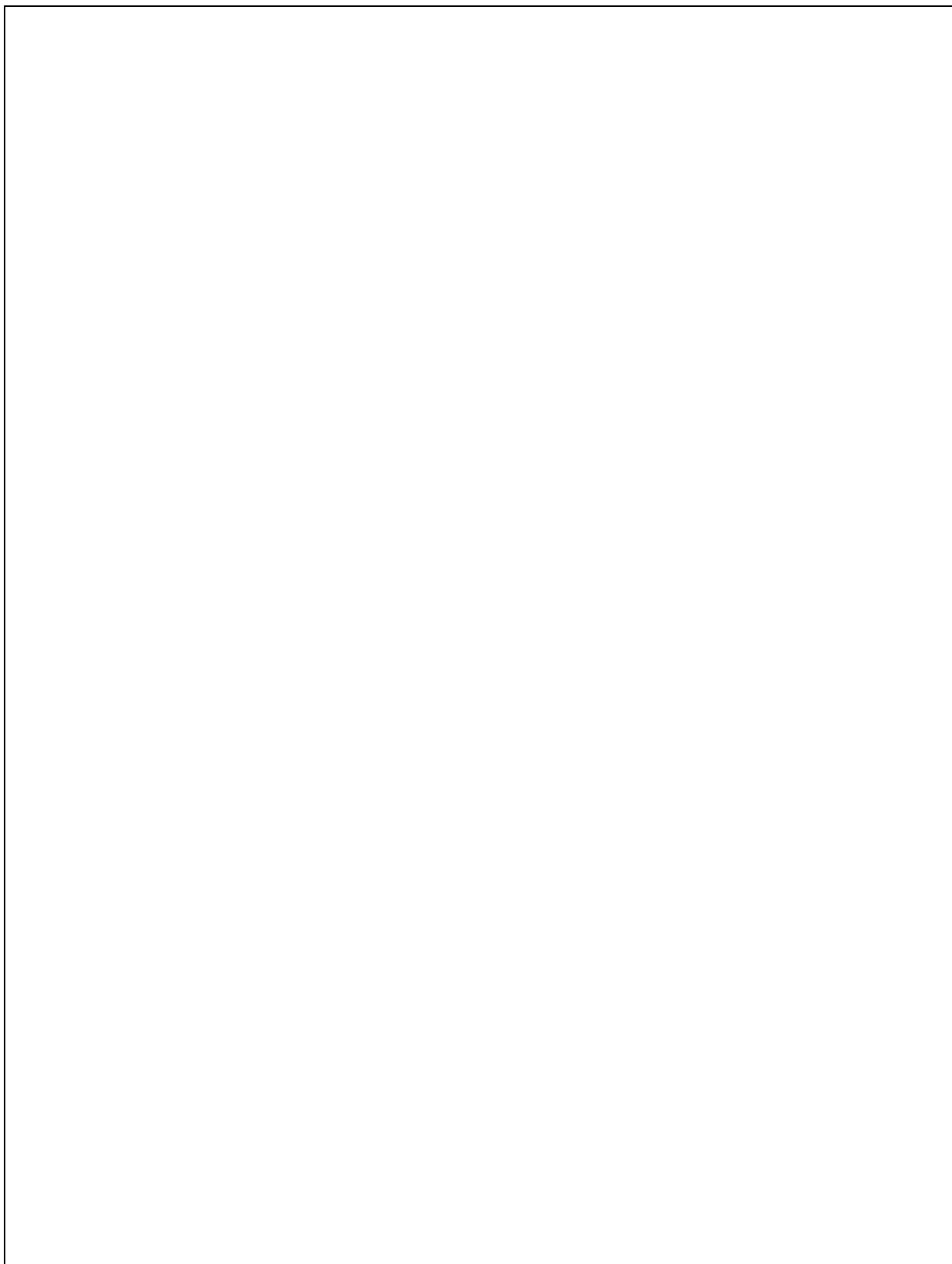
Employment History

Employer	Position and Summary of Role and Achievements	Year Start /Finish

Other

<p>Are there any adjustments required should you be invited for interview? If so, please state here:</p>	
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Please provide a personal statement explaining why you think you are suitable for this role. This should address the essential and desirable criteria set out in the job specification and any other information you consider relevant.

A large, empty rectangular box with a thin black border, intended for the applicant to write their personal statement. The box occupies most of the page below the instructions.

References

Please provide two people who can provide references – one of whom should preferably be your present / most recent employer. We will not contact your referees prior to interview.

Referee 1

Name	
Position	
Organisation	
Building Number or Name	
Address Line 1	
Address Line 2	
Town	
County or Region	
Country	
Postcode	
Contact Telephone Number	
Email address	

Referee 2

Name	
Position	
Organisation	
Building Number or Name	
Address Line 1	
Address Line 2	
Town	
County or Region	
Country	
Postcode	
Contact Telephone Number	
Email address	

Other Information

If there is insufficient room on this form to provide the information requested you may continue a blank sheet. Do not include a CV.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Declaration

By signing the application form you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

I understand that any false or misleading information given in this application may result in my dismissal if I am appointed. I declare that to the best of my knowledge all the foregoing information and that submitted in any accompanying document(s) is correct.

Applicant's Signature _____

Date _____

Please return this form via post or email marked confidential to:

Human Resources
PRIVATE & CONFIDENTIAL
Ouse and Humber Drainage Board
91 Bridgegate
Howden
East Yorkshire
DN14 7JJ
Email: laura.smith@yorkshirehumberdrainage.gov.uk