Uttlesford District Council Council Offices London Road Saffron Walden Essex CB11 4ER



Application for position of independent person under the Localism Act 2011

Guidance notes on the completion of this form

- 1. This application form consists of 2 parts. We use the first part to monitor the Council's Equal Opportunities Policy and we will remove it before shortlisting.
- 2. The second part asks you about your education, training and employment history, and gives you the opportunity to provide information in support of your application.
- 3. Please complete all sections of the form. Please type or write your answers in **BLACK INK**. Use the final page if you need more space.
- 4. <u>Do not</u> enclose a C.V. Only include other material if we ask you to do so in the accompanying details. The selection panel will only consider information provided on this form, associated supplement or any continuation sheets.
- 5. Referees may be your current and/or previous employers and/or personal referees able to comment upon your suitability for the role.
- 6. If you have a disability we will make adjustments to the interview and working arrangements providing it is reasonable to do so, in accordance with the Disability Discrimination Act 1995. Please let us know if you need the application form in a different format, for example on audio-tape.

EQUAL OPPORTUNITIES STATEMENT

The Council opposes all forms of discrimination on the grounds of colour, race, gender, nationality or national origin, marital status, disability, sexual orientation, age, religious belief or because they are living with HIV/AIDS or have a previous criminal conviction which is legally "spent" in respect of employment and service provision, unless an objective and/or lawful reason(s) prevail(s). Further details of the Council's Equal Opportunities Policy and service statements are available on request.

EQUAL OPPORTUNITIES DATA – This sheet will be removed from your application form before shortlisting and we will only use it to help us monitor equal opportunities.

Position Independent Representative on the Standards Committee of the Council

Where did you see this vacancy advertised?				
Candar and Marital Status				
Gender and Marital Status				
My gender is :-	Female		Male	
My marital status is :-	Married		Unmarried	
What is your age range	25 or under			
	26 – 45			
	46 – 55			
	56 or over			

White: British				
· · · · · · · · · · · · · · · · · · ·				
Mixed: White and Black Caribbean White and Black African White and Asian Any other mixed background U (please write in)				
Asian or Asian British: Indian Pakistani Bangladeshi Any other Asian background (please write in)				
Black or Black British:				
Caribbean African Any other African background (please write in)				
Chinese or other ethnic group:				
Chinese Other				
 impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities". This includes impairments, lasting at least 12 months or likely to recur, to one or more of the following: Mobility Manual dexterity 				
Physical co-ordination Continence				
 Ability to carry, lift or otherwise move everyday objects Perception of risk or danger 				
 Memory or ability to concentrate, learn or understand Speech, hearing or sight (not where sight is corrected by wearing spectacles or contact lenses) 				
The term impairment includes progressive conditions. Some examples of impairments or long term conditions which could be considered as a disability under this definition are set out below. It is intended as a guide and is not an exhaustive list:				
Heart/circulation complaints Epilepsy Crohn's Disease				
Limited physical mobility				
Long term back/neck problems Clinical depression or sight				
Upper limb disorders (eg RSI) Diabetes Schizophrenia				
Multiple Sclerosis Muscular Dystrophy Manic depressive illness				

Do you consider yourself to have a disability in accordance with the Disability

Yes□

No□

Disability

Discrimination Act 1995?

APPLICATION FORM

Please read the guidance notes on the first page before completing this part.

• Section 1 - Post details

Post Title Independe	nt Person			
Section 2 - Perso	onal Details			
Title: (Mr/Mrs/Ms/Miss)	Surname: Previous Surnames:		Other names:	
Home Address:		National I	nsurance No:	
		Telephon Home: Work: Mobile: e-mail:	e numbers:	
Post Code:		May we c	ontact you at work?	Yes / No

• Section 3 - Employment history

Current and previou			Account for any breaks in chool
Name & address of employer	Post held		
(continue on final sheet if necessary)			

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• Section 4 - Education and Training

Sacandary school	اد دمااه	ape iiniy	versity, etc attended
	from		
Name & address	from	to	Examinations passed
(continue on final sheet if necessary)			
Other relevant traini	na cour	ses (with	nin and outside work)
Course subject or title	from	to	Source or provider
Course subject of title	110111	10	Source of provider
(continue on final sheet if necessary)			
Please give details of continuous ski	ill/profes	sional de	velopment. Please include details of
additional qualifications gained and/			

(and Course of Control				
(continue on final sheet if necessary)				
Are you able to travel to Saffron Walden				
And other locations within the District for				
the purpose of attending council or committee				
meetings?	Yes 🗖	No 🗆		
meetinge.	.00 —			
- Coation E Cupporting information and a	ammonto			
 Section 5 - Supporting information and c 	omments			
Please provide any other information in support	t of your ap	plication, e	ensuring that v	/OU
Please provide any other information in support				
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Continue on a separate sheet if necessary	

Section 6 – Criminal Convictions and Relationships Do you have any criminal convictions which are deemed unspent under the Rehabilitation of Offenders Act 1974? Yes \square No \square If yes, please give details: - (offence, date of conviction, outcome) Previous surnames/other names known by: Are you related to or a close friend of a Councillor or employee of Uttlesford District Council or any Parish or Town Council in the District? Yes \square No 🚨 If yes, please specify the relationship :-If you try to influence councillors or officers about this application we will disqualify you. Are you a member or officer of any local authority? Yes 🔲 No \Box Have you been a Councillor or employee of Uttlesford District Council or of any Parish or Town Council in the District within the last 5 years? No 🗆 Yes \square If yes, please specify when :-If you have been a councillor or officer of Uttlesford District Council within 5 years before the proposed date of appointment to the Standards Committee you will not be eligible for appointment. **Section 7 – References** Referees may be your current and/or previous employers and/or personal referees able to comment upon your suitability for the role. Please give the names and addresses of two referees. We usually take up references on all shortlisted candidates before their interview. Name: Name: Relationship: Relationship: Address: Address: Tel: Fax: Tel: Fax: e-mail: e-mail:

Data Protection Act 1998. The Council is registered under the Data Protection Act 1998. Some or all of the above data may be held on a database or relevant filing system. Any data held will be fairly and lawfully managed and processed for relevant personnel purposes and we will ensure the details are adequate, relevant, accurate, confidential and secure. Any processing will comply with the regulations and afford you your rights under legislation.

By completing and signing this document we note you are giving permission for the data to be so used by Uttlesford District Council.

I understand that Uttlesford District Council has a duty to protect the public funds it administers and may use the information I have given on this form to prevent and detect fraud. The Council may also share this information with other organisations that administer public funds, for these purposes. I confirm that to the best of my knowledge the information I have given above and in any document(s) I have sent with my application is correct.
Signature Date

Declaration

Place use this page to continue

Please use this page to continue		
Section No	Comment	