



# Chiltern Rangers CIC

## Application Form - Private and Confidential

**Please Note That CVs Will Not Be Considered**

**Chiltern Rangers is an equal opportunities employer and welcomes applications from all sections of the community.**

*Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required. Page 1 will be detached from the rest of the application and will be held by administration.*

<b>Job Details</b>			
Post applied for:	<b>Business Support Administrator</b>	Job Reference:	N/A
If the post is full-time, would you be prepared to consider working on a job-share basis?			Yes/No
If job-share, please state preferred days/hours per week:			
<b>Personal Details</b>			
First Name(s):		Surname:	
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):			
Address:			
Post Code:			
Telephone numbers		Mobile:	
Home:		Work:	
Personal email:			
<b>Asylum and Immigration Act 1996.</b> It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Chiltern Rangers that the Asylum and Immigration Act 1996 is being complied with.			
Do you require a work permit to work in the UK?			Yes/No
<b>References</b>			
(One to be your current or previous employer)			
Name:		Name:	
Job Title:		Job Title:	
Name of Organisation:		Name of Organisation:	
Address:		Address:	
Post Code:		Post Code:	
Tel No:		Tel No:	
Email:		Email:	
How long have you know this person and in what capacity?		How long have you know this person and in what capacity?	
Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)		Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)	

<b>Name of Applicant:</b> (please print your name clearly)	
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<b>Present or Most Recent Employment</b>
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Name & Address of employer:	
Post Code:	
Job Title:	Dates employed:
Current or final salary:	Period of notice required:
Please give a brief outline of your main responsibilities:	

<b>Previous Employment</b>
Please list all previous employment in chronological order (most recent first)

Date Started and Finished	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

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### Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued. All information disclosed on this application may be subject to verification.

Name of School, College, University, etc	Subjects studied / Qualifications worked towards	Grades and year obtained

### TRAINING

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments. All information disclosed on this application may be subject to verification.

Course Title	Organisation	Dates

### Membership of Professional Institutes

Institute	Level of Membership	Year of Award

### Other Experience and Employment Gaps

Details should be given for any period, in date order, not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

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**Information in Support of Your Application**

Please tell us how you fit the person specification and why you are applying for this post  
If further space is needed, please continue on a separate A4 sheet.

<b>Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?</b>	Yes/No
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**The Working Time Regulations 1998**

(please refer to the Guidance Notes for Job Applicants)

**Employment which you intend to continue if successfully appointed to the post applied for.**

Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.

**Part 1 – No other Employment**

I confirm that I do not have any other employment.

Signature:

Print Name:

Date:

**Part 2 – Other Employment (including any freelance or self-employed work)**

All other employment that I have is detailed below:

Job Title & Organisation	Number of hours per week including overtime	Start Time <i>(please use 24 hour clock)</i>	End Time <i>(please use 24 hour clock)</i>

Signature:	Print Name:	Date:
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<b>Do you consider yourself to have a disability?</b>	Yes/No
If you answered yes, please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.	

<b>Medical History or State of Health</b>	
Is there anything concerning your medical history or state of health that is relevant to this application?	
How many days of work have you missed in the last 12 months due to illness or injury?	
Please give details.	

<b>Declaration of Criminal Record</b>	
<p><b>To be completed for roles requiring an enhanced Disclosure &amp; Barring Service (DBS) check. Please check the relevant Job Description if you are unsure whether this is a requirement for this role. Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s).</b></p> <p><b>If you are applying for work which brings you into contact with children, young people or adults with care and support needs or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS check before taking up your role. This check will include details of cautions, reprimands, which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also provide details below (where appropriate) to let us know of any prosecutions pending against you.</b></p>	
Do you have a criminal record? (Failure to disclose this information could result in your dismissal or disciplinary action).	Yes/No
<b>If you answered yes please provide details below:</b>	

<b>Additional Information</b>			
<b>Driving Licence:</b>			
Do you hold a current driving licence?	Yes/No	Are you a car owner or do you have access to a car?	Yes/No
If YES, please state the type of licence you hold:			
Do you have any current endorsements?			Yes/No
If YES, please specify:			



<b>If you are successful in your application for this role, what date would you be able to start work for us?</b>	
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<b>Declaration</b>	
<p>I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.</p>	
<p><b>Data Protection:</b></p>	
<p><b>Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.</b></p>	
<p>I understand that if the position I am applying for involves contact with vulnerable groups, if I am successful, a DBS check will be applied for. I consent to my personal information being held by the organisation for the administration of my Contract of Employment.</p>	
Signed:	Date:
Name:	
<p>If this form has been completed electronically, please indicate your consent Yes / No and, if you are invited for interview, please remember to bring a signed copy of this form with you.</p>	

# Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

## Equality of Opportunity

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

## Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is need, please continue on a separate A4 sheet.

When posts require regular travel throughout Buckinghamshire, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria

## Working Time Regulations 1998

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period).

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. Chiltern Rangers may consider it necessary to discuss the situation with your other employer (s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, Chiltern Rangers will have the following options:

- Not to offer you the appointment.
- Offer the appointment on reduced hours.
- Offer the appointment providing the other work is relinquished (or the hours reduced).
- Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

## References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. If in the job advertisement, the position is subject to a successful DBS check, at least one referee must be someone who has directly supervised you in a similar role. References will not be taken up without your prior agreement.





## Equal Opportunities Monitoring Form

Chiltern Rangers believes in equality of opportunity and recognises that diversity creates a strong, flexible and creative workforce. Monitoring our recruitment procedures is an important part of our effort to ensure that we are an equal opportunities employer in practice. This form will be removed before the selection process begins and will not affect your application.

<b>Position applied for:</b>	
<b>Please tick the appropriate boxes</b>	
<b>Gender:</b> (If you are undergoing the process of gender reassignment, please tick the box that applies to your future gender)	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Age Group:</b>	<input type="checkbox"/> 18-25 <input type="checkbox"/> 46-55 <input type="checkbox"/> 26-35 <input type="checkbox"/> over 55 <input type="checkbox"/> 36-45
<b>How would you describe your sexuality?</b>	<input type="checkbox"/> Heterosexual <input type="checkbox"/> Gay <input type="checkbox"/> Lesbian <input type="checkbox"/> Bi-sexual <input type="checkbox"/> Prefer not to say
<b>Do you have a disability as defined by the Disability Discrimination Act?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know
<b>Do you consider that you have a long-term health problem?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>What is your religion?</b>	<input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Other ( <i>please specify</i> ) <input type="checkbox"/> Sikh <input type="checkbox"/> No religion
<b>How would you describe your nationality?</b>	<input type="checkbox"/> British <input type="checkbox"/> Welsh <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Other ( <i>please specify</i> )

**How would you describe your ethnic origin?**

*(Classifications taken from the 2001 Census)*

<p><b>White or Mixed:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> White</li><li><input type="checkbox"/> White and Black Caribbean</li><li><input type="checkbox"/> White and Black African</li><li><input type="checkbox"/> White and Asian</li><li><input type="checkbox"/> White and Chinese</li><li><input type="checkbox"/> Other mixed background <i>(please describe)</i> _____</li></ul>	<p><b>Asian:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Indian</li><li><input type="checkbox"/> Pakistani</li><li><input type="checkbox"/> Bangladeshi</li><li><input type="checkbox"/> Other Asian background <i>(please describe)</i> _____</li></ul>
<p><b>Black:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Caribbean</li><li><input type="checkbox"/> African</li><li><input type="checkbox"/> Other Black background <i>(please describe)</i> _____</li></ul>	<p><b>Chinese:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Chinese</li></ul>
<p><input type="checkbox"/> Other ethnic group/background <i>(please describe)</i></p>	
<p><b>Do you have any dependents?</b></p>	<ul style="list-style-type: none"><li><input type="checkbox"/> None</li><li><input type="checkbox"/> Children</li><li><input type="checkbox"/> Adults</li></ul>

Thank you for completing this form.

Please return completed form by Midday 5<sup>th</sup> November 2021 to:

John Shaw  
Managing Director  
Chiltern Rangers  
Kingsmead Depot  
60 Fennels Road  
High Wycombe  
HP11 1SL

Or by email to [john@chilternrangers.co.uk](mailto:john@chilternrangers.co.uk)