

NORTH YORKSHIRE POLICE FEDERATION

APPLICATION FOR POST OF ADMINSTRATIVE ASSISTANT

Please complete in own handwriting

Surname:

Forenames:

Previous name:

Date of birth:

Place of birth

Address:

Postcode:

Telephone number:

Daytime

Evening

Please complete if applicable:

The Police Federation wish to meet the standards set in the Disability Discrimination Act 1995.

Definition within the Act: “A person who has, or who has had in the past, a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.”

Do you consider yourself to have a disability?

YES / NO

If YES please give details of your disability:

Please tell us if you have any special needs; this will assist you, both at any interview which may be offered, and if successful, in undertaking your duties. If you wish we can discuss your needs more fully at interview stage.

Educational qualifications:

Grades:

Professional qualifications and courses attended:

Please give details.

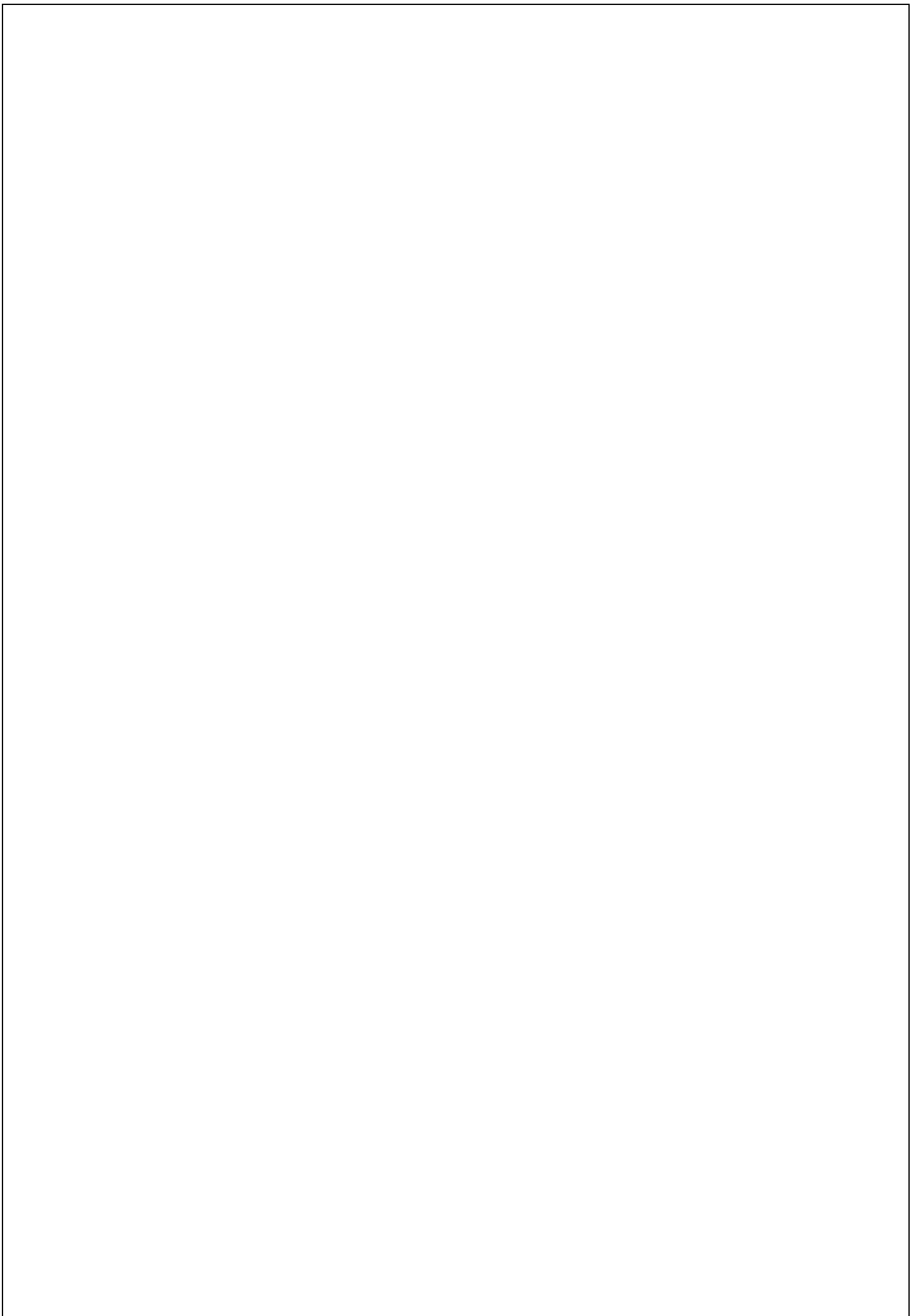
Membership of professional bodies:

Do you hold a full driving licence? YES / NO Driver number:

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, Section 4 (2) of the Rehabilitation of Offenders Act 1974 **does not** apply to this question. **You are not therefore entitled to withhold information about a previous conviction on the grounds that it is spent for other purposes under the Act.** In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Any information supplied will be completely confidential and will be considered only in relation to your application.

**Have you ever been convicted of any offence other than a minor traffic offence?
YES / NO**

If YES please give details of date, place of offence, nature of offence and penalty:



Name of present/last employer:

Post Title:

Address:

Date of service: From To

Notice required:

Description of duties/responsibilities:

Previous Employment

Dates	Employers name and address	Position held and brief description of duties	Reason for leaving

Previous Employment (continued)

Dates	Employers name and address	Position held and brief description of duties	Reason for leaving
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This space is for further information in support of your application and may include such things as life experiences, hobbies, interests, personal qualities or any other information you feel relevant to the post:

References:

Please give two persons (not relatives) willing to give you a reference, one of whom should be your present/last employer. The other may be a personal reference. If you are a school or college leaver please give the name of your course tutor.

	1	2
Name		
Address		
Occupation		

May contact be made at this stage: 1. Yes/No 2. Yes/No

I certify that the information on this application is to the best of my knowledge true and accurate.

Signature..... Date

Please ensure that you have fully completed all sections of this form and signed it as accurate. Incomplete application forms and curriculum vitae will NOT be accepted. Additional information may be submitted on a separate sheet and attached to this form.

Owing to administrative costs we are unable to acknowledge receipt of all application forms. However, if you particularly wish to have acknowledgement please enclose a stamped addressed envelope with your application. If you have not heard from us within six weeks of the closing date please assume that you have not been successful on this occasion.

The successful candidate will be subject to vetting and criminal records check.

Please return your application form to:

**M. G. Taylor Esq.,
Joint Branch Board Secretary,
Police Federation Office,
Police Station,
Castlegate,
KNARESBOROUGH,
North Yorkshire HG5 8AR**

Closing date for return of applications: 8th September 2008