



# Assessor & Electoral Registration Officer for Grampian Valuation Joint Board

## Employment Application – In Confidence

**Please complete the form fully and concisely**  
(Please refer to the Information for Applicants before completing this form)

### VACANCY DETILS

Job Reference No:	Post Title:	Location:
Where did you see the vacancy advertised?		

### PERSONAL DETAILS

Surname:	Forenames:	Preferred Title:
Address:	National Insurance Number:	
	Home Telephone Number:	
	Daytime Telephone Number:	
	Mobile Telephone Number:	
Post Code:		
Current Full Driving Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>	Car Owner: Yes <input type="checkbox"/> No <input type="checkbox"/>	Email Address:

**Applicants with disabilities are guaranteed a job interview.** (See Information for Applicants for further information)

If you have a disability and meet the essential criteria detailed on the Person Specification we will guarantee you an interview and you will be considered for the position solely on merit.

Do you have a disability? Yes  No

If invited for an interview, would you require any special facilities as a result of any disability?

Yes  No  If Yes, please specify

*The Grampian Assessor & ERO is an Equal Opportunities Employer.*

**EDUCATION AND TRAINING – Please start with Higher/Further Education**

School/College/University	Full or Part-time	From	To	Examinations Passed (with dates) Certificates, Diplomas, Degrees gained
Relevant Training Courses		Date Attended	Duration	Provider
Membership of Technical or Professional Associations [showing Grade(s) and relevant date(s)]:				

**EMPLOYMENT HISTORY – If necessary, please continue on a separate sheet****PRESENT OR MOST RECENT EMPLOYMENT**

Employer's Name and Address:		Date Started:	Date Left: (if relevant)	Present/Former Salary:
		Employer's Business:		
Position Held:	Department:	Reason for Leaving: (if relevant)	Period of Notice Required:	
Principal Duties of Post:				

**PREVIOUS EMPLOYMENT – If necessary, please continue on a separate sheet**

<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				
<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				
<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				
<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				
<b>Employer's Name and Address:</b>		<b>Date Started:</b>	<b>Date Left:</b>	<b>Salary on leaving:</b>
		<b>Employer's Business:</b>		
<b>Position Held:</b>	<b>Department:</b>	<b>Reason for Leaving:</b>		
<b>Principal Duties of Post:</b>				

**FURTHER INFORMATION – including why you are applying for this job and how you consider you meet the criteria of the Person Specification**

**REFERENCES – Please name referees who can provide references covering previous 3 years of employment.**

References will only be taken up for candidates short listed for interview. However, it will be assumed that it is in order to approach Referees without further consultation unless you clearly state otherwise. (If you do not wish a referee to be approached prior to an offer of employment please tick the relevant box.)

(1)  **Name:**

**Position:**

**Address:**

**Email:**

**Telephone:**

(2)  **Name:**

**Position:**

**Address:**

**Email:**

**Telephone:**

Name of any Assessor's personnel or member/official of the Valuation Joint Board to whom you are related .....

**CANVASSING:** Canvassing of Assessor's personnel or members / officers of the Board, directly or indirectly, in connection with an appointment shall disqualify the candidate.

In accordance with the requirements of the Data Protection Act 2018, you are advised that the information provided in this form will be used for recruitment, selection and equal opportunities monitoring purposes only and may subsequently be used for payroll and personnel purposes on the Board's computerised system (administered by the Moray Council) and the Assessor's computerised systems. Further details on how your personal data will be used, shared and disposed of, along with your rights is available at [www.grampian-vjb.gov.uk/privacy-notice](http://www.grampian-vjb.gov.uk/privacy-notice)

I declare that the foregoing statements are true and complete to the best of my knowledge and belief. I agree to the use of personal data for the purposes stipulated above.

Signature of Applicant ..... Date .....