

WOTTON-UNDER-EDGE TOWN COUNCIL



APPLICATION FORM FOR EMPLOYMENT

Please complete all sections of this form, sign and return it by the closing date of noon 18th August 2020 addressed to: The Town Clerk, Civic Centre, 2 Gloucester St, Wotton-under-Edge, GL12 7DN or to clerk@wotton-under-edge.com

We are an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the General Data Protection Regulations 2018 at the end of the form to provide the best chance of obtaining an interview. Please complete the form in full in ink or type and use only A4 size paper for any continuation sheets.

Mr / Mrs / Miss / Ms:

Full Name:

Address:

Post Code:

Tel:

Mobile:

Email:

Next of kin:

Their tel:

Post applied for:

Education & Qualifications: Please list your education from the age of 16 and any qualifications gained at school or since leaving.

Dates Attended: **School /College etc:** **Qualifications & Grades:**

| Dates Attended: | School /College etc: | Qualifications & Grades: |
|------------------------|-----------------------------|-------------------------------------|
| | | |
| | | |

Please also list any further training you have had which is relevant to this job:

Course Title:

Training Organiser:

Dates Attended:

Employment History: *Please give details of your current or most recent job:*

Job Title:

Annual Salary / Pay:

Employer:

Dates of employment:

From:

To:

Notice required to terminate post:

Brief description of your main duties and responsibilities:

Please list previous jobs (most recent first)

Job title:

Employer:

Dates:

Please provide an explanation of why you consider yourself suitable for this post and what skills you can offer Wotton-under-Edge Town Council

Are you related to any officer or elected member of WOTTON-UNDER-EDGE TOWN COUNCIL?

If yes, then please state who and how you are related to them:

Please note that canvassing any officer or member of the Council in support of your application will disqualify you from appointment.

Do you have a full driving licence?

Do you have any endorsements on your driving licence?

Do you have your own transport?

Do you have any criminal convictions?

If yes, please give details below

Declaration subject to Rehabilitation of Offenders Act 1974:

Interests, Hobbies and Sports *Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work etc.*

Do you have any medical or health conditions which may affect your suitability for this role?

If successful at interview you may be required to complete a medical questionnaire. If this reveals information which requires further consideration please confirm that you would be happy for Occupational Health to have access to your medical records and that you would be happy to attend a medical examination.

RIGHT TO WORK IN UK/INSOLVENCY

Do you require permission or a work permit to take up employment in the UK?

Yes/No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK?

Yes/No

Are you insolvent or an undischarged bankrupt?

Yes/No

If yes, give details of the date of the proceedings and the place at which they were held.

REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

1. Name:

Position:

Address:

Post Code:

E-mail address:

Tel. No.:

2. Name:

Position:

Address:

Post Code:

E-mail address:

Tel. No.:

References will be obtained and their authenticity checked if you are to be offered the appointment.

May references be taken up prior to interview (please indicate)?

Yes/No

When would you be available to take up appointment?

Data Protection

The General Data Protection Regulations 2018 set out certain requirements for the protection of your personal information against unauthorised use or disclosure, and also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application 'the information' will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information may be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed..... Dated.....

I confirm that all the information given in this application is truthful and accurate and that I am not aware of any reason which would prevent me from carrying out this position competently. I confirm that in my view I am qualified and have the experience which would allow me to meet the challenges of this post. I understand that, should I have deliberately made a false or misleading statement on this form, my future employment may be terminated without notice.

Signed..... Dated.....