***Selsey Town Council***

**Application Form- Private and Confidential**

*Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required with your name and job title applied for on each page.*

|  |  |  |  |
| --- | --- | --- | --- |
| Job Details | | | |
| Post applied for: |  | | |
| Where did you see the post advertised? | (This will help us with advertising future posts) | | |
| Personal Details | | | |
| Family Name: | | Forename(s): | |
| Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other): | | | |
| Address:  Post Code: | | | |
| Telephone numbers  Home: | | Mobile:  Work: | |
| Personal email:  (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate) | | | |
| **The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks of every candidate, before they commence employment.** | | | |
| Do you require a work permit to work in the UK? | | | Yes/No |

|  |
| --- |
| If selected for interview, you will be required to bring along original documents to provide evidence that you are eligible to live and work in the UK and copies will be taken at interview. If unsuccessful these copies will be destroyed in accordance with the Data Protection Act 2018. If you are offered the post these original documents will be retained on your personnel file. |
| If you are currently working in the UK with VISA restrictions, please provide the following information:Visa Number:Expiry Date: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| References *(please refer to the Guidance Notes for Job Applicants on page 6)* | | | | |
| Name: | | | Name: | |
| Job Title: | | | Job Title: | |
| Name of Organisation: | | | Name of Organisation: | |
| Address:  Post Code: | | | Address:  Post Code: | |
| Tel No: | | | Tel No: | |
| Email Address: | | | Email Address: | |
| How long have you known this person and in what capacity? | | | How long have you known this person and in what capacity? | |
| Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate. | | | | |
| Present or Most Recent Employment | | | | |
| Name of Employer:  **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:* | | | | |
| Previous Employment *Please list all previous employment in chronological order (most recent first)* | | | | |
| Dates from and to | Name & Address of Employer | Job Title and outline of main responsibilities | | Reason for leaving |
|  |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Education & Qualifications*Please give details of all educational qualifications obtained and those currently being pursued* | | | |
| Name of School, College, University, etc | Dates attended  from and to | Subjects studied / qualifications worked towards | Grades and year obtained |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| TRAINING *This includes trade/professional training, government training schemes,*  *apprenticeships, short courses and secondments* | | |
| Course Title | Organisation | Dates |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Membership of Professional Institutes | | |
| Institute | Level of Membership | Year of Award |
|  |  |  |

|  |  |
| --- | --- |
| Other Experience Details should be given for any period not accounted for by full-time employment, education  *and training, eg unemployment or voluntary work.* | |
| Experience | From/To |
|  |  |

|  |
| --- |
| Information in Support of Your Application *(please refer to the Guidance Notes for Job Applicants on page 6)*  If further space is needed, please continue on a separate A4 sheet. |
|  |

|  |
| --- |
| Rehabilitation of Offenders Act 1974 |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Selsey Town Council’s Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position at Selsey Town Council. |
|  |

|  |  |
| --- | --- |
| Additional Information | |
| **Driving Licence:** | |
| Do you hold a current driving licence? Yes/NoIf YES, please state the type of licence you hold: | Are you a car owner? Yes/NoIf NO, do you have access to a car? Yes/No |
| Do you have any current endorsements? Yes/No  If YES, please specify: | |

|  |
| --- |
| Declaration |
| I declare that the information contained in the application 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.  **Data Protection**:  If I accept employment with Selsey Town Council, I consent to my personal information being held by Selsey Town Council for the administration of my Contract of Employment.  Signed: Date:  Name:  **If this form has been completed electronically, please indicate your consent Yes / No**  **and, if you are appointed following an interview, please give the Town Clerk a signed copy.** |

**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.

# 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 needed, please continue on a separate A4 sheet.

When posts require regular travel throughout Sussex & Surrey, 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.

# 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. References will be taken up if you are the successful candidate following the interviews.

**Data Protection**

The information that you have provided will be handled and processed in accordance with the Data Protection Act 2018. If you are appointed, the information will form part of your personnel record and may be used by the Town Council for business purposes including the administration of the Contract of Employment, to fulfil legal obligations and for the prevention and detection of fraud.

**Equal Opportunities**

Selsey Town Council is an equal opportunities employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit. The Equality Act 2010 defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal daily activities”. If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.