



CREDITON TOWN COUNCIL

Manor Office, 6 North Street
Credition
Devon
EX17 2BT
Telephone: 01363 773717
Email: reception@crediton.gov.uk

Thank you for requesting an application form for a vacancy at Credition Town Council. We will use this form to help us decide your suitability for the job, so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their personnel file and will be used for employment related purposes.

Please note: CVs may not be submitted. All sections of the application form must be completed. Please use extra sheets if necessary to ensure satisfactory information is provided.

Job Details	
Post Applied For:	

Personal Details	
Applicant Name:	



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Personal Details	
Surname:	Forename(s):
Address:	Telephone Numbers: Daytime:
Post Code:	Evening:
	Mobile:
Email Address:	

Current or Most Recent Employment	
Name of Employer:	
Job Title:	
Address:	Employment Dates: From:
	To:
Post Code:	Current or Final Salary:
Telephone Number:	
Period of Notice Required:	
Please give a brief outline of your main responsibilities:	
If this was your last employer, please state why you left:	
If this is your current employer, please state why you are applying for the post:	



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Previous Employment

Please give details of ALL your previous employment accounting for any gaps. You should use a separate box for each position held, start with the most recent and work back. Please use extra sheets if needed.

Name of Employer:

Job Title:

Address:

Employment Dates:

From:

To:

Post Code:

Telephone Number:

Final Salary:

Please give a brief outline of your main responsibilities:

Reason for Leaving:

Name of Employer:

Job Title:

Address:

Employment Dates:

From:

To:

Post Code:

Telephone Number:

Final Salary:

Please give a brief outline of your main responsibilities:

Reason for Leaving:

Reason for Leaving:



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Relevant Education & Qualifications

Please give details of all relevant educational qualifications obtained and those currently being pursued.

Qualification	Grade	Name of School or Provider.

Relevant Training

Course Title	Provider	Dates

Membership of Professional Institutes

Institute	Level of Membership	Date of Entry/Award



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Gaps in Employment or Training

Details should be given for any period not accounted for by employment, education or training

Date From	Date To	Reason for Gap

Information in Support of Your Application

Please indicate below why you are applying for this post:



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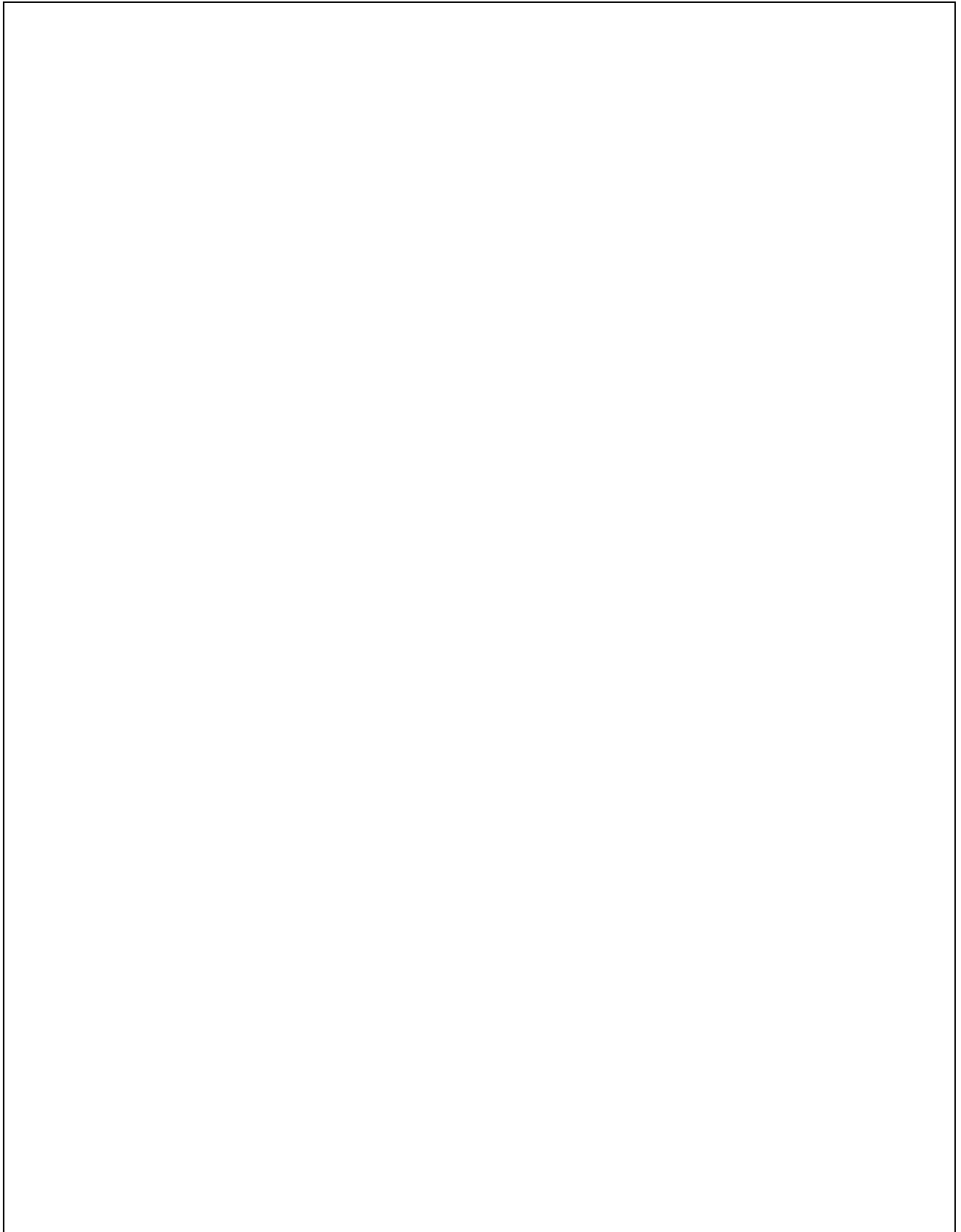
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References

Please provide details of two referees from which the council may seek information regarding your suitability for employment covering at least five years of your employment history. One of your referees must be either your current or most recent employer previously.

Reference 1

Organisation:

Contact Full Name:

Contact Job Title:

Relationship:

Contact Email:

Address:

Phone Number:

Post Code:

Able to be contacted before interview? Yes / No

Reference 2

Organisation:

Contact Full Name:

Contact Job Title:

Relationship:

Contact Email:

Address:

Phone Number:

Post Code:

Able to be contacted before interview? Yes / No

Relationships

Are you related in any way to an elected member (i.e. Councillor) of Credition Town Council or an employee of the Council? Yes / No

If yes, please provide details:



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Personal Transport

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:

Post-Selection Questions

In order to ensure a fair selection process, there are some necessary questions that Credition Town Council opts to put to candidates once the selection process has taken place but ahead of interviews being carried out. These will be as follows:

Disabilities:

In order for Credition Town Council to meet its obligations, if you are selected for interview we will at that point seek to ascertain whether you consider yourself to have a disability and as a result, if any adjustments need to be made or alternatives offered to enable a fair recruitment process.

The Equality Act 2010 defines a person as having a disability if they “has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day activities”.

Criminal Convictions:

Candidates selected for interview may be asked to give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974, including dates and sentences. Where deemed necessary, Credition Town Council’s interviewing panel may be required to ask questions about any “unspent” convictions relevant to the duties required of the post. A criminal record will not necessarily be a bar to obtaining a position at Credition Town Council. We will treat the information you provide as strictly confidential.

Disciplinary Matters:

Candidates selected for interview may be asked to give details of any disciplinary action they have been subject to during the past five years. Having been subject to disciplinary action will not necessarily be a bar to obtaining a position at Credition Town Council. We will treat the information you provide as strictly confidential.



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Eligibility to Work in the UK

The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks on every candidate, before they commence employment.

Are you eligible to work in the United Kingdom and are you able to provide proof of this?

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 data protection legislation. 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:

Declaration

I declare that the information contained in the application form is true and correct.

Yes / No

I confirm that I have not deliberately withheld any relevant information that could affect the Council's decision to employ me.

Yes / No

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.

Yes / No

Data Protection:

If I accept employment with Crediton Town Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

Submitting this completed application form electronically signifies your acceptance of ALL of the above declaration.



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Please return the application form electronically to r.avery@crediton.gov.uk

For any assistance with the form or process, please contact 01363 773717.

Additional Information – Advertising Methods:

To enable the Town Council to analyse the effectiveness of its advertising methods, can we ask how you became aware of this vacancy:

Devon Association of Local Councils

Devon Jobs

Credition Town Council website

Other (please specify):