

Crediton Town Council



APPLICATION FOR EMPLOYMENT

The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for personnel administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By signing this form, you will be providing the Council with your consent to these uses.

►Post Applied For:

►Personal Details:

Title (Mr/Mrs/Miss/Ms/Other)

First Names

Last Name/Family Name

Address

Postcode

Telephone Number

National Insurance Number

--	--	--	--	--	--	--	--	--	--

Are you related to any elected member or employee of the Council? If so, please give details.

►Education:

Please list all educational qualifications obtained*

Date From	Date To	School/College University etc	Qualification	Subject	Grade (if applicable)

* The Council may require sight of the original certificates for all qualifications

►Work Related Skills and Qualifications:

Please give details of all relevant training courses attended and qualifications obtained (if applicable)*

►Other Skills:

Please provide details of any other skills, awards, interests or accomplishments you have that you consider relevant to your application and the post for which you are applying

►Health:

Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the post?

►Present (Last) Employment:

Employer (and location)

Nature of Business

Full or Part Time

Job Title

Permanent or Temporary

Summarise the nature of your work and job responsibilities/achievements

Date Joined

Date Left or Notice Period

Reason for Leaving

Salary/Wage on Leaving

►Previous Employment:

Employer (and location)

Nature of Business

Full or Part Time

Job Title

Permanent or Temporary

Summarise the nature of your work and job responsibilities/achievements

Date Joined

Date Left

Reason for Leaving

Salary/Wage on Leaving

* The Council may require sight of the original certificates for all qualifications received

Previous Employment (continued)	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
►Other Relevant Information:	
Please provide any supplementary information appropriate to your application, which is not covered elsewhere. Please add any details of any relevant knowledge, experience or personal qualities in support of your application. Additional sheets may be attached.	
►Eligibility for Employment:	
Are you currently eligible for employment in the UK? (Please answer Yes or No)	
What relevant documentation will you be able to provide in order to demonstrate this? (British Passport, Birth Certificate, P45 etc - showing authorisation to work and reside in the UK)	

►References:

Please give details below (name, address, position) of two persons who are willing to give you a reference (one of which should be your present or last employer).*

Have you any objection to the references being obtained prior to interview?
(Please answer Yes or No).

►Declaration:

I declare that to the best of my knowledge and belief, all particulars and information provided in this document is correct and complete and gives a fair representation of my qualifications and employment history.

I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and /or render me liable to dismissal.

I understand that any job offer is subject to satisfactory references and a probationary period and (if the Council believes it appropriate) a satisfactory medical report.

This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signed

Date

The Council reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for the Council to undertake such checks and confirming that you will co-operate with any such investigations.

►Equal Opportunities – Voluntary Information

The Council is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit.

In order to monitor the effectiveness of this commitment, it would be helpful if you could complete this section. Any information you provide will be used for this purpose only and will be treated as confidential.

I would describe my ethnic origin as (please tick):

African	<input type="checkbox"/>	Afro-Caribbean	<input type="checkbox"/>	Asian (China/SE Asia)	<input type="checkbox"/>
Asian (Indian Sub-continent)	<input type="checkbox"/>	European	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Please return to: Rachel Avery, Town Clerk, Crediton Town Council, Council Offices, 8a North Street, Crediton, Devon, EX17 2BT by

* NOTE: References will be obtained and their authenticity checked if you are to be offered the post