# Application for Employment

|  |  |
| --- | --- |
| Your Name | Role applied for |

1. **APPLICATION**

|  |
| --- |
| This section is very important  Please refer to the Job Description and describe how you meet the requirements.  Include any other information that you would like to be considered in support of your application. |

*Please continue on a separate sheet if necessary*

1. **CONTACT INFORMATION:**

|  |  |
| --- | --- |
| Address: | Telephone Number:  Mobile:  E-mail address: |

1. **EDUCATION, QUALIFICATIONS, TRAINING & DEVELOPMENT**

|  |  |  |
| --- | --- | --- |
| Educational Qualifications (most recent first) Please give details of your education and qualifications. Continue on a separate sheet if required. | | |
| Subject/Level | Result/Grade | School/College/University/Provider |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Professional Qualifications/Membership | | |
|  |  |  |
|  |  |  |
|  |  |  |
| Training & Development. List any training courses/in-house development/workshops/other development relevant to the role. Continue on a separate sheet if required. | | |
| Event | Brief detail of course content | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |

1. **DRIVING INFORMATION** (delete as appropriate)

|  |
| --- |
| Do you hold a full current driving licence? Yes  No  Do you have access to a vehicle for work? Yes  No |

1. **EMPLOYMENT/WORK EXPERIENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please include any previous work experience, starting with the most recent. Continue on a separate sheet if required. | | | | | |
| Name and address of current/last employer | | Job Title:  Leaving date (if applicable) | | | |
| Brief description of duties: | | | | | |
| Previous Employers/Organisations  Please give details of all jobs held,  Including part-time and unpaid work | Date (most recent first) | | | Position held/brief duties | Reason for leaving |
| From | | To |
|  |  | |  |  |  |

1. **Asylum and Immigration Act**

|  |
| --- |
| Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.  Are you legally entitled to live and work in the United Kingdom and are able to produce documentation? Yes □ No □ |

1. **REFERENCES**

|  |  |
| --- | --- |
| Please indicate 2 people (not relatives) who are willing and able to comment on your suitability for this job. One should be your current or most recent employer. Please note that should you be made a conditional offer of employment with the Parish Council, references will be sought as part of the pre-employment process. | |
| 1st Reference | 2nd Reference |
| Name  Address  Tel. No.  E-mail: | Name  Address  Tel. No.  E-mail: |

1. **DECLARATION OF INTERESTS**

|  |
| --- |
| Please give details of any relationship to any member of the Parish Council or, if you have or if you are negotiating a contractual relationship with the Parish Council, please specify. |

1. **DISCLOSURE OF CRIMINAL CONVICTIONS**

|  |
| --- |
| To apply for a position with Tollerton Parish Council you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974 (tick one only)  I have no unspent convictions □  I have attached details of unspent criminal convictions in a sealed envelope □ |

1. **Equality act**

|  |
| --- |
| This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.  Do you have a disability you wish us to know about at this stage? Yes□ No □ |

1. **DECLARATION**

|  |
| --- |
| *I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989. (WARNING: any person appointed to the authority having given false information will be liable to dismissal without notice).*  Please print  Your name ………………………………… Signed ………………………………  Date ………………….. |