



CIRENCESTER TOWN COUNCIL



PRIVATE AND CONFIDENTIAL

APPLICATION FOR THE POST OF: _____

PART 1 – PERSONAL INFORMATION

Ref No:
OFFICE USE ONLY

Cirencester Town Council is an equal opportunities employer and your application will be judged solely on merit. Part 1 is not used for the purpose of shortlisting and will be detached before your application is considered. It is important that you complete this form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. If you require any assistance, or a large print copy, please contact the Town Council on Tel: 01285 655646. Please complete in full in black ink or type.

PERSONAL DETAILS

Surname or Family Name: _____ Ms/Miss/Mrs/Mr/Other _____

Forename(s): _____

Address: _____

Post Code: _____

Tel No.: Home _____ Tel No.: Business _____

Email address: _____

Do you hold a full, clean driving licence valid in the UK? (If essential to the post you are applying for)

Yes No

HEALTH

Do you need any special assistance in attending interview? If so, please give details:

RIGHT TO WORK IN THE UK

Are you legally entitled to work in the UK Yes No

Prior to commencing employment we will require evidence of your right to work in the UK. Please confirm below whether, if selected for appointment, you will be able to provide a relevant document e.g. birth certificate, passport, work permit, relevant Home Office documentation.

I will be able to evidence my right to work in the UK
Yes No

If No, please explain _____

REHABILITATION OF OFFENDERS ACT 1974

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974? Yes No

If yes, please give details of the conviction(s) and the date(s)

REFERENCES

Please give the name and address of two persons who would be willing to supply a reference (one of which must be your present or last employer, if applicable).

Name _____	Name _____
Position _____	Position _____
Address _____	Address _____
Post Code _____ Tel No. _____	Post Code _____ Tel No. _____
Capacity in which known to you _____	Capacity in which known to you _____

Have you any objection to the references being obtained prior to interview? Yes No

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

RELATIONSHIPS

If you are related to or have a relationship with a Councillor or Officer of Cirencester Town Council please give details of name(s) and relationship(s)

NOTIFICATION OF VACANCY

How do you find out about this vacancy? Advertisement Website Other

If "Advertisement" in which publication? _____

If "Other" please explain _____

DATA PROTECTION

Data Protection Act 1998 (the Act) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act 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 will 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 under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

DECLARATION

I declare that all the details given in this application are true to the best of my knowledge. I understand that if I have knowingly provided false or withheld material information or canvassed a Councillor or Officer of the Council in support of my application I may be dismissed from any post gained as a result.

Data Protection: I consent to my personal information being used for the purposes and on the terms set out above.

Signed _____ Date _____

Please give any dates on which you would not be available for interview.

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PART 2 – QUALIFICATIONS AND EXPERIENCE

Ref No: OFFICE USE ONLY

EDUCATION, TRAINING AND NON-VOCATIONAL EXPERIENCE

Secondary Schools, Colleges and/or Universities attended.	Dates		Qualifications gained or pending (please state subject and level)	Grade
	From	To		

NB You will be asked to produce the original certificates as evidence of your passes.

Do you have non-vocational experience/skills which may be relevant to your application e.g. voluntary work, leisure interests? Yes No
 If yes, please detail below

MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES AND QUALIFICATIONS (Original Certificates Required.)

Name of Professional Body	Grade of Membership	By Examination Yes/No	Date

ATTENDANCE ON TRAINING COURSES

Course and Duration	Organising Body	Date

PRESENT OR MOST RECENT EMPLOYMENT

Employer _____

Job Title _____

Date Commenced _____ Notice Period _____

Grade and/or wage/salary _____

Reason for wishing to leave _____

Please list below key duties and responsibilities of present or most recent job.

EMPLOYMENT HISTORY

Please list previous employers (most recent first) using a separate sheet if necessary and account for any gaps in employment. If you have had no permanent employment to date, give details of any vacation or temporary employment.

Name and Address of Employer	Period of Employment (give precise dates)		Title of Post & Salary/Wage	Reason for Leaving
	From	To		

RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

The information you provide in this section will be used in assessing your application. Please give details of your knowledge, skills, experience, personal qualities and other relevant information to support your application for the post, relating them to the requirements of the job. Please continue on additional A4 sheets if necessary and/or attach any other supporting documents.

