



Application form

Personal information (confidential)

Application for employment				
Return this form to: Town Clerk, Town Hall, Quayside House, Navigation Yard, Sleaford, wincs NGy47TW				
Personal details				
Title:				
Full name:				
Address:				
Email:				
Telephone (landline):				
Telephone (mobile):				
National Insurance No:				
Do you hold a current driving licence?	Yes		No	
Groups:				
Expiry date:				
Details of endorsements (if none, please insert N/A)				
Do you have a current right to work in the UK?	Yes		No	
If no, please provide details.				

Education

Please provide your education history here:

Schools/Colleges/Universities	Qualification(s) gained and date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Employment history

Name and address of employer(s)	Job title and main duties	Start date, date of departure and reason for leaving

Please note here any other employment whether paid or voluntary that you would continue with if you were to be successful in obtaining this position:

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References	
Please provide the names, company name (where applicable) and addresses of two persons from whom we may obtain work references, one of whom should be your most recent employer or educational establishment.	
1.	2.
Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:	
Personal development	
Please include any courses, memberships, voluntary work or responsibilities and skills you have obtained that you consider relevant, with outcomes and dates obtained where applicable.	
Criminal record	
Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.	
Please state any relevant skills and why you are interested in this post.	

Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of the General Data Protections Regulations 2018 to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice on our website
<https://www.sleaford.gov.uk/local-council-privacy-and-cookie.html>
or contact Sleaford Town Hall for a paper copy.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Council being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:

Date:

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You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.