**If this form is handwritten, please complete in black ink as it may be photocopied**

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| **POST APPLIED FOR:** |  |

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| **POST REF:** |  |  |  |
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| **1. PERSONAL DETAILS** | | | | | | | | |
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| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | TITLE | Mr |  | Mrs |  | Miss |  | Ms |  |  | | | | | | | | | | | | SURNAME: | |
| ADDRESS: | | | | | | | | | | | FIRST NAME(S):  KNOWN AS: | |
| Home Telephone Number:  Office Telephone Number:  Mobile Telephone Number: | |
| Email address: | | | | | | | | | | | **May we contact you at work?** | YES/NO |
| Nationality: | | | | | | | | | | | Do you hold a full Driving Licence? | YES/NO |
| National Insurance No: |  |  |  |  |  |  |  |  | |  | Do you own a car? | YES/NO |
| Have you been found guilty by a Court (or Court Martial) of any offence which is not treated as spent under the Rehabilitation of Offenders Legislation? In the event of employment, failure to disclose an unspent conviction could result in dismissal or disciplinary action. All information will be treated in confidence, and will only be taken into account when absolutely necessary.  YES/NO | | | | | | | | | | | | |
| Are you required to have a permit to work in the U.K.?  YES/NO | | | | | | | | | | | | |

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| **2. HOBBIES/OUTSIDE INTERESTS** | |  |  |
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| **3. FULL-TIME EDUCATION** | |  |  |
| School(s) | Examinations – subjects and results and other Qualifications/Awards | | |
|  |  | | |
|  | |  |  |
| Further or Higher Education |  | | |
|  |  | | |
| **4. OTHER EDUCATION/TRAINING**  (Including professional or vocational training and qualifications obtained with grades achieved, where appropriate). | | | |
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| **5. PRESENT EMPLOYMENT** |  |
| Post Title: | |
| Name and Address of Employer: | |
| Date of Appointment: | Salary:  Grade/Scale: |
| Additions to Basic Salary: | Notice required to  terminate post: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **6. PREVIOUS EMPLOYMENT (most recent first)** | | | | |  |  |
| DATES  (Year and Month) | | | EMPLOYER | POSITION HELD | SALARY | REASONS FOR  LEAVING |
| From | | To |  |  |  |  |
|  | | |  |  |  |  |
| **7 EXPERIENCE** | | | | | | |
| Outline briefly the experience gained during your career in relation to this appointment, highlighting any particular responsibilities or achievements in the appointments held which you consider relevant. (You may attach additional sheets of paper if required). | | | | | | |
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| **8. REFERENCES** | | | | | |
| Please give details of the names and addresses of two persons (the first of whom should be your present or most recent employer) from whom references can be sought. **DO NOT USE RELATIVES.** | | | | | |
| (1) | | Name Title:  Address  Tel. No. (if known)  Capacity in which known to you? | | | |
| (2) | | Name Title:  Address  Tel. No. (if known)  Capacity in which known to you? | | | |
|  | | **MAY WE ASK FOR REFERENCES NOW?**  YES/NO | | | |
|  | |  | | | |
| **9. ADDITIONAL INFORMATION** | | | | | |
|  | |  | | | |
| (a) | | Are you or your spouse/partner related to a Councillor or officer of Bodmin Town Council or to their spouse/partner?  YES/NO | | | |
| (b) | | If yes, please give details: | | | |
|  | |  | | | |
|  | | Are there are any further points you consider relevant to your application? (You may attach additional sheets of paper if required). | | | |
| **10. DECLARATION** | | | | |
|  | **I C E R T I F Y** that to the best of my knowledge and belief the statements contained herein are true, complete and correct.  I acknowledge that any canvassing, directly or indirectly will disqualify my application.  It is also understood that any false statements or the withholding of relevant information may result in the withdrawal of any offer of appointment or the termination of employment as appropriate. | | | |
| Signed: | |  |  |
|  | |  |  |
| Date: | |  |  |
|  | |  |  |
|  | APPLICATIONS CAN BE SAVED AND COMPLETED ON YOUR COMPUTER AND E-MAILED TO recruitment@bodmin.gov.uk  PLEASE NOTE YOU WILL BE ASKED TO SIGN THIS APPLICATION FORM IF YOU ARE INVITED TO AN INTERVIEW  Alternatively it can be completed by hand and returned by post to:  Town Clerk  Bodmin Town Council  Shire House  Mount Folly Square  Bodmin  Cornwall PL31 2DQ | | |  |
|  | Your application form will be copied for use during the recruitment process.  Any information given may be retained on computer or in our records. It will be used by the Council for the specific purposes for which it was collected and any other relevant Council purposes.  It will not be exchanged or sold to any third party. Anonymised information may be used for statistical purposes. The Town Clerk is the Data Controller.  If you are appointed, this application will form the basis of your personal file and information on this form will be held on a personnel database. If you are unsuccessful, the data will be retained for a period of 12 months. The purpose of this is for the consideration of applicants in the event of the same post becoming vacant within 12 months or for the purpose of investigating complaints in respect of the selection process. After 12 months, the information will be destroyed.  By completing and signing this form, you are accepting that your data will be processed in this manner. Asylum and Immigration Act 1996 Under Section 8 of the above Act, before appointing an employee, the Council has an obligation to check that they have permission to live and work in the U.K. If you are shortlisted for interview, you will be required to bring with you one of the documents specified by the Act for this purpose. Full details will be provided to shortlisted candidates at the appropriate time. Prevention and Detection of Fraud The Town Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for the purposes of preventing and detecting fraud. | | | |

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|  | Bodmin Town Council  Shire House, Mount Folly Square, Bodmin, Cornwall PL31 2DQ Telephone 01208 76616  e-mail – recruitment@bodmin.gov.uk |

# EQUAL OPPORTUNITIES MONITORING INFORMATION

The Council is committed to an Equal Opportunities Policy in Employment. The aim of the Policy is to take into account only the suitability of the individual concerned and ensure that no job applicant or employee receives less favourable treatment on the grounds of colour, religion or belief, ethnic or national origins, age, sex or marital status, disability or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

In order to help the Council ensure that its Equal Opportunities Policy is being properly applied, all applicants are asked to provide the following information which will be treated as strictly confidential. The information is used for monitoring purposes only and will be removed from your application form as soon as it is received by Personnel.

**POST APPLIED FOR**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mr |  |  | Mrs |  |  | Miss |  |  | Ms |  |

**SURNAME**

**FORENAME(S)**

**ADDRESS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| AGE: |  |  | GENDER: | Male |  | Female |  |

Do you consider yourself to have a disability or medical condition which may affect the way you would undertake the duties of this post?

YES/NO

If yes, please state its nature:

**I WOULD DESCRIBE MYSELF AS**: (please tick appropriate box)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Asian or Asian British:** | | | **Black or Black British:** | | | | **Mixed:** |  |
| Bangladeshi |  |  | Black African | |  |  | White and Black Caribbean |  |
|  |  |  |  | |  |  |  |  |
| Indian |  |  | Black Caribbean | |  |  | White and Black African |  |
|  |  |  |  | |  |  |  |  |
| Pakistani |  |  | Other Black | |  |  | White and Asian |  |
|  |  |  |  | |  |  |  |  |
| Other Asian |  |  |  | |  |  | Other Mixed |  |
|  |  |  |  | |  |  |  |  |
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| **White:** | | | **Chinese or Other Ethnic Group:** | | | | |  |
| British |  |  | Chinese | |  |  | |  |
|  |  |  |  | |  |  | |  |
| Irish |  |  | Other Ethnic Group | |  | (Please Specify) ………………………… | | | |
|  |  |  |  |  |  |  | |  |
| Other White |  |  | Don't Know | |  |  | |  |

**WHERE DID YOU SEE THIS VACANCY ADVERTISED?**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Publications:** |  |  |  | | | | **Internet:** | |  | |
| Professional Journal |  |  | (Please Specify) ……………….……. | | | | BTC Website / Facebook | |  | |
|  | | |  |  |  |  | |  | |
| Newspaper |  |  | (Please Specify) ……………….……. | | | | Indeed Jobs | |  | |
|  |  |  |  |  |  | |  | |  | |
|  |  |  |  |  |  | | LinkedIn | |  | |
| General: |  |  |  |  |  | |  | |  | |
| Internal Noticeboard |  |  |  |  |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |
| Job Centre |  |  |  |  |  | |  | |  | |
|  |  |  |  |  |  | |  | |  | |
| Other |  |  | (Please Specify) ……………….……. | | | |  | |  | |

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| --- | --- | --- | --- |
| Signed |  | Dated |  |

## THANK YOU FOR YOUR CO-OPERATION

Any information given may be retained on computer or in our records. It will be used by the Council for the specific purposes for which it was collected It will not be exchanged or sold to any third party. Anonymised information may be used for statistical purposes. The Town Clerk is the Data Controller.