

Barnstaple Town Council

Application for Employment

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| This document contains personal details and is strictly confidential.  This document must be completed in black ink only. | |
| Application for the post of |  |
| Closing Date |  |
| How did you hear about this job? (Name of publication if advertised) |  |

Part A: Personal Details (Block capitals please)

|  |  |
| --- | --- |
| Family Name / Surname |  |
| Previous Name(s) |  |
| Forename(s) |  |
| Known Name:  (if different from Forename) |  |
| Preferred Title  (e.g. Mr, Mrs, Miss, Ms, Dr) |  |
| Current Address  (Please include postcode) |  |
| National Insurance Number |  |
| Preferred Contact Telephone Number |  |
| Alternative Telephone Number  (if available) |  |
| Email Address  (if preferred method of communication & in regular use) |  |
| Are you, to your knowledge related or well known to any Member of Officer of Barnstaple Town Council? If so, please state the name of the person and the capacity in which you are known to them. |  |
| If you are successful in this application for employment, would this be your only job? If not, (due to the Working Times Regulations) please give details of any secondary employment. |  |

Part B: Present (or most recent) Employer

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address  of Employer |  | | |
| Job Title |  | | |
| Start Date |  | Notice required or date left |  |
| Salary |  | If part-time, please give hours per week |  |
| Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving: | | | |
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Part C: Employment History (most recent first)

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| --- | --- | --- | --- |
| Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your full employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer. | | | |
| Name & Address of Employer | Dates From/To  (MM/YY) | Job Role | Final Salary and Reason for Leaving |
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Part D: Academic, Professional and Vocational Qualifications

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| --- | --- | --- |
| Exams Passed (Level)  Qualifications & Memberships  (Most Recent First) | Grade and  Date  Achieved\* | Name of Educational Establishment and/or Professional or Awarding Body |
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Part E: Training/Continuing Professional Development

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| Please give details of relevant training/development activities. | | |
| Training Course and Organiser or Development Activity | Time spent | Outcome - Grade Achieved  (Where applicable) |
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Part F: Personal Statement

You may continue on a separate sheet if you need too.

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| Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification. |
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Part G: Supplementary Information

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| Personal Transport: | |
| Do you have full use of a car or other transportation vehicle? | Yes  No |
| Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel: | |
|  | |
| Positive About Disability: We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly. | |
| Do you consider yourself to have a disability? | Yes  No |
| If “yes” and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have? | Yes  No |
| Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’ | |
| Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not ‘spent’: | |
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PART H: REFERENCES AND DECLARATIONS

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| References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend. If you do not wish your current employer to be contacted prior to interview, please tick the box below | |
| Name of first referee |  |
| Job Title of Referee |  |
| Name of organisation |  |
| Address (Including Postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Relationship to you (eg supervisor, tutor) |  |
| Dates of your employment | From:     /      To:      / |
| Name of second referee |  |
| Job Title of Referee |  |
| Name of organisation |  |
| Address (Including Postcode) |  |
| Email address if available |  |
| Daytime telephone number |  |
| Relationship to you |  |
| Dates of your employment | From:     /      To:      / |

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| Declaration | | | |
| * I confirm that I am entitled to live and work in the United Kingdom. * I am willing for this data to be held and processed by Barnstaple Town Council and to be verified with relevant third parties. This may include previous employers. * The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, may be referred to the police. | | | |
| Signed |  | Date |  |

Please return your completed application in an envelope marked ‘Confidential’ to:

Town Clerk

Barnstaple Town Council

Barum House

The Square

Barnstaple

EX32 8LS

or by email to admin@barnstapletowncouncil.gov.uk (sending will be considered proof of signature)

*Please note applications received after the specified closing date and time will not be accepted.*

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence and held separately from your application. Its purpose is to monitor our equal opportunities policy and will not be used as part of the recruitment process

*Please tick*✔*the appropriate box*

|  |  |
| --- | --- |
| Name: | Job Title: |
| *Are you?* *Male*   *Female* | |
| *What is your date of birth (dd/mm/yy)?*       /       /  *To which of these groups do you consider you belong to?*  White  Asian or Asian British  Mixed  Black or Black British  Other Background  Do you consider that you have a disability? Yes  No  N.B. Under the Disability Discrimination Act 1995, a person with a disability is  defined as having ‘a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities’. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS.  It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.  If yes, please indicate the nature of your disability.  Physical Impairment  Mental Impairment  Other    Mobility Impairment  Visual Impairment  More than one  Impairment  Hearing Impairment  Learning Disability | |



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Barum House

The Square

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