** Fleet Town Council  
 The Harlington  
 236 Fleet Road  
 Fleet  
 GU51 4BY *Tel:01252 625 246*

*www.fleet-tc.gov.uk*

**APPLICATION FORM**

**POST APPLIED FOR:**

Please complete this form clearly in **black ink or typescript**.

**1 PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name:** |  |
| **Title:** Dr/Mr/Mrs/Miss/Ms |  |
| **Address:**  **Postcode: Email:**  **Telephone Number: Mobile Number:**  **Do you have a valid driving licence?**  **Do you have use of a vehicle?** | | | |

|  |  |
| --- | --- |
| **2** **EDUCATION (most recent first)** |  |

Please give details of education or equivalent vocational courses below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates attended from (mm/yyyy)** | **To (mm/yyyy)** | **Name of school/college/other institution** | **Qualifications obtained and grade/level** |  |
|  |  |  |  |

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| **3 TRAINING AND QUALIFICATIONS**  **Give details of any other certificates with dates: professional qualifications, membership of Professional Institutions** |
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|  |  |
| --- | --- |
| 4 EMPLOYMENT DETAILS – Current or Last Employment | |
| **Name and address of current/most recent employer** | **Job Title:** |
|  | **Start Date**: |
| **Notice Required:** |
| **Date of Leaving (if applic):** |
| **Basic Salary:** |
| **Allowances/Bonus:** |
| **Reason for leaving:** |

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| Please briefly outline your main duties and responsibilities or details of your studies if leaving education. |
|  |

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| 5 EMPLOYMENT DETAILS – Previous Employment |

Start with most recent employment first. If necessary continue at end of application form until all employment history is shown. Please continue on a separate sheet if necessary.

|  |
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| **Name of Previous Employer**: |
| **Post Held:** |
| **Dates Employed From**: **To:** |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving**: |

|  |
| --- |
| **Name of Previous Employer**: |
| **Post Held:** |
| **Dates Employed From**: **To:** |
| **Brief details of duties and responsibilities**: |
| **Reason for leaving**: |

# 6 FURTHER INFORMATION

The information in this section plays an essential part in the selection procedure. It enables you to provide us with the additional information you consider relevant to your application. Please use this space below to detail how you meet the job requirements.

You can use this space to explain any gaps in your employment history.

|  |
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|  |

# 7 REFEREES

Please provide details of two referees, who have recent professional knowledge of your work, one must be your present employer, or last employer if not currently employed. References will not be accepted from relatives or from people writing solely in the capacity of friends. It is our policy to take up references prior to interview. If you have any concerns about this please contact us.

## Present/Last Employer

**Name:**

Position:

Address:

Post Code: Telephone No:

E mail:

**Second Referee**

**Name:**

Position:

Address:

Post Code: Telephone No:

E mail:

Unless you have otherwise stated, references will be taken up if you have been selected for interview. Other previous employers may also be approached for information to verify particular experience or qualifications before interview.

**8 DECLARATION OF CRIMINAL CONVICTIONS**

This post is not exempt from the Rehabilitation of Offenders Act 1974.

**9 Data Protection**

**The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.**

**10 RIGHT TO WORK IN THE UK**

Are there any restrictions on your right to work in the UK? YES / NO

If yes, please give details of the restrictions and expiry date of any permissions.

**11 DECLARATION**

Are you related to or have a close relationship with anyone within the Town Council (including Councillors) ?

### Yes or No If Yes please provide details

**I declare that the information I have given on this form is complete and accurate and that I am not subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.**

Signature: Date:

EQUAL OPPORTUNITIES MONITORING

### PRIVATE AND CONFIDENTIAL

Fleet Town Council is an equal opportunities employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other objective criteria. We will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, disability, age, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be justified as being necessary for the safe performance of the job.

To ensure equal opportunities policies are being implemented and to comply with legislation please complete the form below and **return with your application form.** The information will be used for monitoring purposes and will not be available to those involved in the selection process.

|  |  |
| --- | --- |
|  | Please complete or select entry |
| Post Applied For |  |
| **Full Name** |  |
| **Gender:** |  |
| **Date of Birth** |  |
| **Marital Status** |  |

|  |  |
| --- | --- |
| I would describe my cultural and ethnic origin as:  Please select the appropriate description to indicate your cultural background. | |
| White – British |  |
| White – Irish |  |
| Any Other White Background |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any Other Mixed background |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Any Other Asian Background |  |
| Black Caribbean |  |
| Black – African |  |
| Any Other Black Background |  |
| Chinese |  |
| Any Other Ethnic Group |  |
| Fleet Town Council seeks to make reasonable adjustments to the work environment and work practice in need to promote the employment of people with disabilities. To assist us in fulfilling our obligations under the Equality Act 2010 Act please answer the following questions:  Do you consider you have a disability? **Yes or No**  (If yes, please provide details) | |
| Printed Signature: Date | |