A picture containing cartoon, clipart, symbol, crest

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**PRIVATE AND CONFIDENTIAL  
APPLICATION FORM**

**Post Applied for**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Notes:*

1. *Please complete all sections of the form in ink or typed*
2. *Additional sheets may be attached where necessary*
3. *Please return by email to townclerk@sandwichtowncouncil.gov.uk*
4. *The closing date for applications is 5pm on 14th June 2024*

|  |  |
| --- | --- |
| 1. **PERSONAL DETAILS** | |
| Surname ……………………………….……..  Forename(s)………………………………….  Address ………………………………….……  …………………………………………….……  …………………………………………….……  Post Code ……………………………….…… | Telephone No. (mobile) ………….……………….  Telephone No. (home) ……………………………  Email Address …………………………………... |
| 1. **PROFESSIONAL MEMBERSHIP** | |
| **Organisation** | **Membership Status** |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **EDUCATION & QUALIFICATIONS** | | | | |
| **Dates** | | **School/College/University** | **Qualifications**  **(subject & Level)** | **Grades achieved** |
| From | To |  |  |  |
|  |  |  |  |  |
| **4. TRAINING**  Please give details of any courses you have completed which you think are relevant to this post | | | | |
| **Date** | | **Subject and summary of content** | | **Expiry date (if applicable)** |
|  | |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **5. PRESENT/MOST RECENT EMPLOYMENT** | | | | | |
| **Name & address of Employer:** | | | **Job Title:** | | |
|  | | |
| **Salary & allowances:** | | |
| **Date started:** | | | **Period of notice required:** | | |
| **Main duties:** | | | | | |
| **6. PREVIOUS EMPLOYMENT** | | | | | |
| **Dates** | | **Name & Address of Employer** | | **Job Title** | **Reason for leaving** |
| **From** | **To** |
|  |  |  | |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **6. PREVIOUS EMPLOYMENT (Continued)** | | | | | |
| **Dates** | | **Name & Address of Employer** | | **Job Title** | **Reason for leaving** |
| **From** | **To** |
|  |  |  | |  |  |
| **7. OUTSIDE INTERESTS AND SKILLS** | | | | | |
| Please give brief details of your interests and/or skills utilised outside of work that you feel would contribute and strengthen your application: | | | | | |
| **8. INFORMATION IN SUPPORT OF YOUR APPLICATION** | | | | | |
| Please explain why you are applying for this vacancy and how you meet the Person Specification for this post, in particular the essential criteria, relating to previous experience and training: | | | | | |
| **9. OTHER INFORMATION** | | | | | |
| Do you hold a current, full Driving Licence? Y / N  Please give details of any penalty points and/or driving convictions in the last five years. | | | | | |
| **10. HEALTH & MEDICAL INFORMATION** | | | | | |
| Approximately how many days of work have you missed in the last 12 months? \_\_\_\_\_\_\_\_\_ | | | | | |
| **11. INTERVIEW ARRANGEMENTS** | | | | | |
| Please advise of any adaptations you may require for the interview on our premises: | | | | | |
| **12. REFERENCES -** Please provide two referees (preferably your two most recent employers) | | | | | |
| Name: | | | Name: | | |
| Job Title: | | | Job Title: | | |
| Address:  Postcode: | | | Address:  Postcode: | | |
| Tel No: | | | Tel No: | | |
| How long have you known this person and in what capacity? | | | How long have you known this person and in what capacity? | | |
| Are you happy for us to contact this referee prior to interview? | | | Are you happy for us to contact this referee prior to interview? | | |

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| --- |
| **13. CODE OF CONDUCT** |
| Are you related to any Councillor or Employee of this Council? Y /N  If Yes, please give details:  *Please note, canvassing of Councillors or Officers, directly or indirectly, will disqualify this application.* |
| **14. RIGHT TO WORK IN THE UK** |
| Are you legally entitled to work in the UK? Y / N  *We will require evidence of this prior to commencing employment.* |
| **15. CRIMINAL RECORD** |
| Have you ever been convicted of a criminal offence? Y / N  *Declaration subject to the Rehabilitation of Offenders Act 1974*  If Yes, please give details: |
| **16. DATA PROTECTION** |
| Iconsent to my personal information on this application form to be used for the purpose of assessing my application. If my application is successful, I consent to my personal information being used for the administration of my Contract of Employment. *Should your application not be successful, or you choose not to accept any offer of employment, the information will not be held for longer than is necessary, after which time it will be destroyed.*  **Signed …………………………………………………………… Date: ……………………..** |
| **17. DECLARATION** |
| I declare that the information contained in the application form is true and correct. I understand that any false or misleading information or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.  **Signed …………………………………………………………… Date: ……………………** |