**EMPLOYMENT APPLICATION FORM
(CONFIDENTIAL)**

**POSITION APPLIED FOR**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**How did you learn about this vacancy?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL PARTICULARS**

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| **Surname:****Forename(s):** |
| **Address:****Postcode:****Home Telephone No (Inc STD):****Mobile No:****Email address:** |
| **Do you hold a current Driving Licence?: YES/NO** **Do you own, or have use of a car?: YES/NO** |

**EMPLOYMENT PARTICULARS**

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| **CURRENT/LAST EMPLOYER****Name and address of current employer:****Email:** |
| **Position held:****Date Employment Commenced:** |
| **Brief description of duties/responsibilities:** |
| **Reason for leaving:****Notice period required, if applicable:** |

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| **PREVIOUS EMPLOYMENT (MOST RECENT FIRST)** |
| **Employer and Nature of Business** | **Position Held** | **Reason for Leaving** |
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**EDUCATION AND TRAINING**

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| **Examinations Taken and Grades Obtained**  |
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| Courses, Degrees, Diplomas and Grades Obtained |

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| **SHORT AND PART TIME COURSES** |
| Details – (include any relevant in-house training) |
| **MEMBERSHIP OF PROFESSIONAL BODIES** |
| Details – (Please state whether achieved by examination or experience) |
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| **OTHER SKILLS** |
| (inc. languages and you proficiency in them; software packages and the level achieved) |
| **WHAT ACTIVITIES OUTSIDE WORK INTEREST YOU?** |
| (inc. any positions you hold you consider relevant) |

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| **REASONS FOR APPLICATION** |
| Please use the space below to explain how your knowledge, skills, experience and qualities meet the job description and person specification. Give brief examples of any relevant experience you have gained in your current or previous jobs, form community to voluntary work or from your leisure interests. If you are should listed for interview you will have the opportunity to give us more information. (Additional sheets may be attached to this form) |
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**REFERENCES**

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| **REFEREE 1 (Previous Employer)** | **REFEREE 2** |
| **Name:****Occupation:****Address:****Telephone No (inc. STD):****Email:****Permission given to contact YES/NO** | **Name:****Occupation:****Address:****Telephone No (inc. STD):****Email:****Permission given to contact YES/NO** |

**RIGHT TO WORK IN UK?**

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| **Are you legally entitled to work in the UK? YES/NO**We will require evidence of this prior to commencing employment |

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| **HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES/NO**If YES, please give details on a separate form. You need not include convictions that are “spent” under the Rehabilitation of Offenders Act 1974, unless the post for which you are applying has substantial access to children and the Criminal Records Disclosure is to be requested (as indicated in the job advertisement or supporting recruitment literature). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. |

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| **ARE YOU RELATED TO ANY MEMBER OR OFFICER OF DEAL TOWN COUNCIL? YES/NO**(If YES please give details) Canvassing of members of the Council shall disqualify the candidate for the appointment. |

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| **INTERVIEW ARRANGEMENTS** **If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises please give details:** |

**I declare that the details given in this application are correct to the best of my knowledge and belief, and that I may be required to provide documentary evidence to substantiate certain information eg birth certificate, examination certificates etc. I understand that giving false information will disqualify me from being appointed or, if appointed may result in my dismissal.**

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| **Signed:** | **Date:** |

**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.**

**THIS COUNCIL IS AN EQUAL OPPORTUNITIES EMPLOYER**

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**Please return via post or email to:**

**The Town Clerk, Mrs Lorna Crow**

**Deal Town Council**

**Town Hall**

**High Street**

**Deal**

**Kent**

**CT14 6TR**

**Email: town.clerk@deal.gov.uk**