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| **Town Crest Large 1_0001TENTERDEN TOWN COUNCIL**  **APPLICATION FOR EMPLOYMENT** |
| **Confidentiality statement**  Informationprovided will be used for recruitment and selection purposes only. |

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| ***Personal details*** | |
| Position applied for |  |
| Name |  |
| Address, including postcode |  |
| Email address |  |
| Telephone Nos |  |

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| ***Driving Licence*** |  |  |
| Do you hold a current Driving Licence? | *Yes / No*  *(delete as appropriate)* | Expiry Date: |
| Details of any endorsements |  | |

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| ***UK Employment***  Are there any restrictions on you taking up employment in the UK? |
| *Yes / No (delete as appropriate)* |
| If yes, please provide details: |

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| ***Education*** | |
| Schools/College/University | Qualifications Gained |
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***Employment history*** *(please complete in full and use a separate sheet if necessary).*

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| **From To** | **Current or most recent employer**  **Name & Address of Employer:** |
| Job Title: |
| Rate of Pay: |
| Duties: |
| Reason for leaving: |
| Notice period: |

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| **From To** | **Name & Address of Employer:** |
| Job Title: |
| Rate of Pay: |
| Duties: |
| Reason for leaving: |

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| **From To** | **Name & Address of Employer:** |
| Job Title: |
| Rate of Pay: |
| Duties: |
| Reason for leaving: |

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| ***Training courses***  *Please give details of any relevant short training courses, trade/professional training or qualifications completed.* | | |
| *Course title and where relevant qualification attained* | *Provider* | *Date & duration* |
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***Current membership of professional bodies***

*Please note any professional bodies you are a member of or a registered with.*

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| ***Other employment***  *Please note here any other employment that you would continue with if you were to be successful in obtaining this position.* |
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| ***References***  *Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. One of whom should be your current or most recent employer.* | |
| **Referee 1: Name and title** |  |
| Occupation |  |
| Address |  |
| E-mail |  |
| Contact phone no. |  |
| Capacity in which known |  |
| May be contacted prior to interview? |  |
| **Referee 2: Name and title** |  |
| Occupation |  |
| Address |  |
| E-mail |  |
| Contact phone no. |  |
| Capacity in which known |  |
| May be contacted prior to interview? |  |

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| ***General Comments:***  *Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role using the Job Description and Person Specification for guidance.* |
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| ***How did you hear about this vacancy?*** |
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| ***Are you related to any Councillor or Employee of Tenterden Town Council?***  *Canvassing of Councillors or Officers, could result in disqualification.* |
| *Yes / No (delete as appropriate)* |
| *If yes, please give details below.* |

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| ***Data protection consent*** | |
| *I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise, this form will only be retained by the Council for so long as it is required in connection with the application.*  *Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see the Town Council’s Data Privacy Statement and Policy on our website for further information.*  *Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.* | |
| *Signature:*  *(Electronic signature is acceptable)* |  |

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| ***Rehabilitation of Offenders Act***  *Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions, which are not ‘spent’ below. In addition, the Council requires you to disclose any cautions and binding over orders that you have received in the last 12 months. Failure to do so may render you liable to summary dismissal. Certain posts are exempt from the provisions of the Rehabilitation of Offenders Act and job applicants must disclose all criminal convictions and cautions whether or not they are spent.* |
| *Details of unspent convictions* |

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| ***Declaration*** *(electronic signature is acceptable)*  I confirm that the above information is complete and correct and that any untrue or misleading information will give the Town Council the right to terminate any employment offer/contract offered. | |
| *Signature* |  |
| *Date* |  |

**When completed, please return the application form to:** [**townclerk@tenterdentowncouncil.gov.uk**](mailto:townclerk@tenterdentowncouncil.gov.uk)