**STURMINSTER NEWTON TOWN COUNCIL**



Job Application Form

CONFIDENTIAL

Position Applied for:

**1. PERSONAL DETAILS**

Full Name:

Address:

Contact Number/s:

Email Address:

How did you learn of this vacancy?

**2. EDUCATION**

Details of all secondary and further education

(please be prepared to provide certificates of qualifications)

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| --- | --- | --- | --- | --- |
| Name of School/College/FE Provider | Subject | Year Achieved | Educational Level | Grade Achieved |
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State any other achievements during education

**3. TRAINING**

Please give details of any training course undertaken or vocational qualification held that may be relevant to the role (for example, first aid training, fire safety training, etc.)

**4. PUBLIC OR VOLUNTARY COMMITMENTS**

Please give details of membership of any public or voluntary body and indicate the approximate time commitments.

**5. EMPLOYMENT DETAILS**

**Current/Most Recent Employer**

Company Name

Address

Email

Position Held

Date Started

Notice Period

Current Salary

Outline of duties/responsibilities

Reason for leaving

Does your current contract contain any restrictions relevant to this role?

(if so please supply a copy of your current contract)

**Previous Employer (1)**

Company Name

Address

Email

Position Held

Period of employment from/to

Outline of duties/responsibilities

Reason for leaving

**Previous Employer (2)**

Company Name

Address

Email

Position Held

Period of employment from/to

Outline of duties/responsibilities

Reason for leaving

**Previous Employer (3)**

Company Name

Address

Email

Position Held

Period of employment from/to

Outline of duties/responsibilities

Reason for leaving

**6. ABOUT YOU**

Please read the Job Description and Person Specification and then tell us what skills, experience and personal qualities you have to enable you to work successfully in this role.

**7. HOBBIES & INTERESTS**

Please give details of your hobbies and interests

**8. RIGHT TO WORK IN THE UK**

Are you legally entitled to work in the UK?

(we will require evidence of this prior to commencing employment)

Please provide your National Insurance Number

**9. CRIMINAL CONVICTIONS**

Have you ever been convicted of a criminal offence?

(Declaration subject to the Rehabilitation of Offenders Act 1974)

**If YES**, please give details:

**10. REFERENCES**

Please give two references, both of whom should be able to comment on your suitability for the post (one should be your present/most recent employer)

**Current/Most Recent Employer**

Name

Address

Contact Number/s

Email Address

Why is this person your referee?

Can we contact them prior to interview?

**Referee 2**

Name

Address

Contact Number/s

Email Address

Why is this person your referee?

Can we contact them prior to interview?

**Driving Licence**

Do you have a current full and valid driving licence?

(We will require a copy of your driving licence prior to commencing employment)

**11. HEALTH**

Do you require any reasonable adjustments or auxiliary aid(s) for the interview and selection process?

Do you suffer from any disability (a physical or mental impairment that has a long term and substantial effect on your ability to carry out day to day activities) and/or medical condition which will affect your ability to carry out the main duties of the job for which you are applying (see attached job description/specification)This information will help us to identify reasonable adjustments that we might need to make to arrangements/premises in order to accommodate you. We are an equal opportunities employer and will not discriminate on the grounds of disability.

If YES, please give details

**12. UNDERTAKING**

Please read and sign the following undertaking:

 I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed

Date

Note: We are an equal opportunities employer and will not tolerate discrimination in any form.

**13. DATA PROTECTION**

The Data Protection Act 1998 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed

Date