

# SAFFRON WALDEN TOWN COUNCIL APPLICATION FORM



## STRICTLY CONFIDENTIAL

This application form is an integral part of our selection procedure. It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form accurately in black type, but if sections do not apply, leave them blank. If you have insufficient room to provide the relevant information in any section, please continue on a separate sheet.

### PART A: JOB DETAILS

Post applied for

### PART B: PERSONAL DETAILS

Preferred title (Mr/Mrs/Ms/Miss/Dr etc)

Surname

Forenames

Address

☎ Work

☎ Home

📞 Mobile

✉ Email

Car Owner YES/NO

Current driving licence YES/NO

Detail of endorsements

The Asylum and Immigration Act 1996 makes it a criminal offence for us to employ those who do not live or work in the United Kingdom, therefore we will require evidence of legality prior to appointment. Documents which can support this include your passport or national identity card. Please refer to the accompanying document "Evidence of right to work in the UK"

Do you require a work permit to work in this country YES/NO

National Insurance Number

In accordance with the Rehabilitation of Offenders Act 1974, applicants should give details of any criminal convictions which may be relevant to their application.

Relevant details

**PART C: EDUCATION AND TRAINING**

<b>Establishment Name</b>	<b>From</b>	<b>To</b>	<b>Examination results (include subject, level &amp; grade)</b>

**PART D: PRESENT OR MOST RECENT EMPLOYMENT**

**Name and address of employer**

**Position held**

**Dates employed**

**Salary**  
£.....per annum

**Key roles/achievements**

**Reason for leaving**

**Date that you could take up new appointment**

**PART E: EMPLOYMENT HISTORY**

**Name and address of employer**

**Position held**

**Dates employed**

**Salary**  
£.....per annum

**Key roles/achievements**

**Reason for leaving**

**Name and address of employer**

**Position held**

**Dates employed**

**Salary**  
£.....per annum

**Key roles/achievements**

**Reason for leaving**

**Name and address of employer**

**Position held**

**Dates employed**

**Salary**

£.....per annum

**Key roles/achievements**

**Reason for leaving**

**PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET IF NECESSARY**

**PART F: MEMBERSHIP OF PROFESSIONAL INSTITUTES**

Give details of the membership body, type of membership and dates during which membership applied

**PART G: PRESENT/MOST RECENT UNPAID ACTIVITY**

Name and address of organisation

Position held

Dates involved

Key roles/achievements

Reason for leaving (if relevant)

**PART H: REFEREES**

Do you wish to be approached before referees are contacted **YES/NO**


Please give details of **two** referees (one of which must be your present or last employer)


Name

Name

Address

Address

 and email

 and email

Position

Position

**PART I: SUPPORTING STATEMENT – please continue on additional paper if necessary**

**PART J: DECLARATIONS**

**PART J: Declaration of business or other interests will not necessarily disqualify you from consideration but potential conflict interests must be declared. To avoid allegations of bias any relevant relationships must be disclosed. If undisclosed then the candidate may be liable to disqualification from further consideration or to being summarily dismissed from their appointment.**

**To the best of my knowledge the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal**

..... (Signature) ..... (Date)

**I understand that direct or indirect canvassing of councillors for any appointment shall disqualify me from appointment. I have not canvassed in connection with this application**

..... (Signature) ..... (Date)

**I have the following relationships and financial interests which are relevant to/conflict with this post**

..... (Signature) ..... (Date)

**If appointed, I consent to my personal information being held for the purpose of administration of my employment**

..... (Signature) ..... (Date)

**Please make sure your application is received by 12 noon on the closing date.**

**PART K: EQUAL OPPORTUNITIES POLICY MONITORING FORM  
(this information will be used for monitoring purposes only and will not be available to those involved in the selection or recruitment process)**

**PART K: Monitoring the effectiveness of our equal opportunities policy is important to us and we expect candidates to complete the form. It will not be used for the short-listing process and will not discriminate against your selection.**

The Town Council is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment and is treated fairly in accordance with the Equality Act 2010. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist in monitoring the operation of its equal opportunities policy, and **for no other reason**, please answer the following questions. (Tick where appropriate)

Position applied

Date of birth

Age

Male

Female

I have a disability I would like the Council to know about YES/NO

I have special requirements you will need to take into account in testing/interview YES/NO

Please indicate your cultural/ethnic origin

**Black African**

**Pakistani**

**Black Caribbean**

**Other Asian (please specify)**

**Black Other (please specify)**

**White**

**Bangladeshi**

**White Irish**

**Chinese**

**White other (please specify)**

**Indian**

**Any Other (inc. mixed race) (please specify)**

**Thank you for your assistance in completing this form**