

# 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.

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

National Insurance Number

Detail anything in your medical history or state of health relevant to this application

No. of days sick in the last 2 yrs

No. of spells of sickness in the last 2 yrs

Types of sickness in each spell in the last 2 yrs



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

Name and address of employer

Position held

Dates employed

Salary

£.....per annum

Key roles/achievements

- 1.
- 2.
- 3.

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

- 1.
- 2.
- 3.

Reason for leaving

**Name and address of employer**

**Position held**

**Dates employed**

**Salary**  
£.....per annum

**Key roles/achievements**

- 1.
- 2.
- 3.

**Reason for leaving**

**Name and address of employer**

**Position held**

**Dates employed**

**Salary**  
£.....per annum

**Key roles/achievements**

- 1.
- 2.
- 3.

**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

- 1.
- 2.
- 3.

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



Position

Position

**PART I: SUPPORTING STATEMENT**

**PART J: DECLARATIONS**

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)

**PART K: GUIDANCE NOTES FOR JOB APPLICATION**

**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 will be liable to disqualification from further consideration or to being summarily dismissed from their appointment.**