



APPLICATION FORM – CONFIDENTIAL

Please refer to the enclosed guidelines when completing your application form.

Post applied for

Location

PERSONAL DETAILS

Preferred form of address (e.g. Mr, Mrs, Ms, None):

Surname/Family Name:

First Name (s):

Address:

Postcode:

Tel daytime/
mobile:

Home tel. no:

Email:

CURRENT OR MOST RECENT EMPLOYMENT

Name of Employer:

Address:

Current/
Most recent Post Title:

Current/Final Salary:

Dates of Employment:

Brief Description of
Duties and
Responsibilities:

Notice Period Required:

EDUCATION/QUALIFICATIONS/TRAINING

Dates		School/College/University	Qualifications with Grades/ Courses Attended
From:	To:		

Membership of professional body

PREVIOUS EMPLOYMENT

Please complete each column and explain any breaks in employment. Start with your most recent previous employment and list in descending date order.

Dates (Month/Year)		Employer Name & Address	Position Held	Reason for Leaving
From:	To:			

SKILLS, ABILITIES, KNOWLEDGE & EXPERIENCE

Describe how you consider your skills, abilities, knowledge and experience relevant to this position and describe those factors which make you a particularly suitable candidate, including voluntary work and experience gained outside work. Please continue on a separate sheet if necessary.

RELATIONSHIPS WITH THE COUNCIL/COUNCILLORS

Have you previously been employed by or sought employment with Woodley Town Council? YES NO

If YES, please give details:

Is any Council officer or Councillor your partner, spouse or relative? YES NO

If YES, please give details:

ASYLUM & IMMIGRATION ACT 1996

Do you have EEC nationality? YES NO

If your answer is NO and your application is successful, you will need to provide evidence of your entitlement to live and work in the UK.

CRIMINAL RECORD

Please note any criminal convictions except those "spent" under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Criminal Records Bureau/Scottish Criminal Records Office.

REFERENCES

Please give two referees to whom confidential enquiries may be made. One MUST be your present or most recent employer. Referees must not be members of your family or spouse/partner.

Name: Name:

Address: Address:

Tel. No: Tel. No:

Email: Email:

Relationship: Relationship:

DRIVING LICENCE

Do you hold a full current driving licence?	YES	NO
Do you have the daily use of a car?	YES	NO

HEALTH DETAILS

Please specify any special arrangements you will need to attend an interview.

DECLARATION

- (1) I declare that the information set out in this Application Form is to the best of my knowledge true in all respects and I understand that canvassing of any Councillor or Employee of Woodley Town Council, or giving false information/ omitting to give information may render me liable for dismissal if appointed.
- (2) I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during my employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
- (3) I agree that should I be successful in this application, I will, if required, apply to the Criminal records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

Your name entered here will be regarded as your signature

EQUAL OPPORTUNITIES MONITORING

Woodley Town Council operates a policy of equal opportunity and fair treatment for employment and development. To assist us in monitoring this policy, applicants are asked to give details of their ethnic origin, sex and any disability. Your answers to these questions will help the Council keep fair selection for all. This page of the application will not be seen by those who have to decide on the list of applicants to be invited to interview.

GENDER

Male

Female

ETHNIC ORIGIN

Please tick the box that best describes you:

A. White

British

Irish

Other White background
(please state)

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Other Mixed
(please state)

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Other Asian
(please state)

D. Black or Black British

Caribbean

African

Other Black
(please state)

E. Other Ethnic Groups

Chinese

Other
(please state)

DATE OF BIRTH:

DISABILITY DISCRIMINATION ACT 1995

We welcome applications from people with disabilities. The Disability Discrimination Act defines disability as "any physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities".

Do you consider yourself to have a disability that falls within this definition? YES NO

If yes, please give details:

Is there anything about your disability that is relevant to this job? YES NO

If yes, please give details:

Would the provision of any aids or adaptations assist you in carrying out the duties of this job? YES NO

If yes, please give details:

Where did you see the post advertised?

SUBMIT YOUR APPLICATION

When you press the submit button below it will launch your email program with your form attached.

Please press 'send' in your email program and the form will be sent.

**If you are returning this form as a printed copy please send to
Woodley Town Council, The Oakwood Centre, Headley Road, Woodley RG5 4JZ**

If you have any queries, please telephone: 0118 969 0356w

Your privacy is important to us and we will only keep your information for the purposes for which it was submitted. You can view the Data Protection Privacy Notice for Staff on the Woodley Town Council website at www.woodley.gov.uk

<http://www.woodley.gov.uk/about-the-council/governance-finance>