**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

**Please complete in black ink or type**

Application for the post of:

**Employment History**

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

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| **Present (or most recent) Employment** | | | | |
| Name and Address of Employer: | |  | | |
| Position Held |  | | Is this your current job? | Yes / No |
| Start Date |  | | Leaving Date (if applicable): |  |
| Notice Required |  | | Basic Salary / Wage |  |
| Other Allowances |  | | Reason for Leaving |  |
| Key responsibilities and / or achievements: | | | | |
| 1.  2.  3.  4. | | | | |

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| --- | --- | --- |
| **All Previous Employment** | | |
| Name and Full Address of Employer | Start date, leaving date, position held and main responsibilities – giving salary | Reason for Leaving |
|  |  |  |
| *Please continue on a separate sheet if necessary* | | |
| **Please give details relating to any gaps in your employment history** | | |
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**Education**

Please provide brief details of your education. Please enter most recent first

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| --- | --- |
| Name of Educational Establishment  (School, College, University etc) | Qualifications obtained with dates, subjects and grades |
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*Please continue on a separate sheet if necessary*

**Training**

Please provide details of all training and development undertaken relevant to this post

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| --- | --- |
| Training Course and Organiser/ Development Activity | Date and Outcome (Grade Achieved where relevant) |
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*Please continue on a separate sheet if necessary*

**Membership of Professional Bodies**

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| --- | --- |
| Body | Membership Type |
|  |  |

**Knowledge and Skills**

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is essential therefore that you cover the requirements listed in the person specification for the job.

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| **1.** Qualifications |
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| **2.** Experience / Knowledge |
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| **3.** Administration and Organisational Skills |
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| **4.** Communication |
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| **5.** Flexibility and Responsiveness |
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| **6.** Information Technology |
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| **7.** Special Requirements |
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**References**

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education, please give the name of your tutor or lecturer. Please indicate by marking clearly with as asterisk (\*) if you do not want us to contact them prior to a conditional offer being made.

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| --- | --- | --- | --- | --- |
| Name | | Address | | |
| Email Address if available | |  | | |
|  |  |  | |  |
| Position Held |  | | Day Contact Number |  |
|  |  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | | Address | | |
| Email Address if available | |  | | |
|  |  |  | |  |
| Position Held |  | | Day Contact Number |  |
|  |  | |  |  |

**APPLICATION FOR EMPLOYMENT – MONITORING FORM**

**CONFIDENTIAL**

**Please complete in black ink or type**

**THIS FORM IS NOT PART OF THE SELECTION PROCESS**

**(The information you provide will be treated in the strictest of confidence)**

**Application for the post of:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | |
| Surname: |  | | Forename: |  | |
| Preferred Name: |  | | Preferred Title: |  | |
| Address: | | | Email: | | |
| Daytime Phone No.: | |  | May we contact you on this number during the application process? Yes / No | | |
| Evening Phone No.: | |  | National Insurance No.: | |  |

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| **Right to Work and Visas** | | | |
| Are you eligible to work in the UK? | | Yes / No |
| If yes, do you have a current visa to work in the UK? | | Not required / Yes / No |
| If you do have a current visa: | | |
| What type of visa is it? |  | |
| Reference number (if applicable) |  | |
| Start date (if applicable) |  | |
| Expiry date (if applicable) |  | |
| Any other comments: |  | |

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| **Relatives / Other interests** | |
| Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Faringdon Town Council? | |
| Yes / No | If yes, please state the name of the person and the capacity in which you are known to them. |

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| If appointed, do you have any business and/or financial interests which might conflict with the duties of the post? | |
| Yes / No | If yes, please give brief details |

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| **Rehabilitation of Offenders Act 1974** |
| Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not ‘spent’. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’. |

**Supplementary Information**

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| **Flexible Working** | | |
| Do you wish to apply for this job on the basis of flexible working? | | Yes / No |
| If yes please give details of your preferred work pattern or other request |  | |

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| **Recruitment Monitoring** |
| How did you find out about this vacancy? Where appropriate, please give specific details of the website or publication. |
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| **Declaration** |
| I declare that that the information in this form and the accompanying application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.  I consent that under the General Data Protection Regulation and the Data Protection Act 2018  the information contained in this form and my application form may be processed by Faringdon Town Council, who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes.  I give my permission for Faringdon Town Council to process and retain information about me contained in this form in accordance with the General Data Protection Regulation and the Data Protection Act 2018.  Signed……………………….…………………………………….. Date: ………………………………..  Name:  *If you submit your application by email, this document will be stored along with your email message as a record of your declaration*. |