

Please return completed application form to:-  
 Braunstone Town Council  
 Civic Centre  
 Kingsway  
 Braunstone Town  
 LEICESTER  
 LE3 2PP

**CONFIDENTIAL**

**BRAUNSTONE TOWN COUNCIL**  
**APPLICATION FOR EMPLOYMENT**

**POST DETAILS**

*Post applied for:*

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Where did you see this post advertised?

**PERSONAL DETAILS**

|           |  |                                             |                 |
|-----------|--|---------------------------------------------|-----------------|
| Surname   |  | Other Names                                 |                 |
| Title     |  | Tel Number (home)                           |                 |
| Address   |  | Tel Number (work)                           |                 |
|           |  | Mobile Number                               |                 |
|           |  | Email Address                               |                 |
|           |  | Do you have a current full Driving Licence? | <b>YES / NO</b> |
|           |  | What Class of Vehicle is it?                |                 |
| Post Code |  | National Insurance Number                   |                 |

**ASYLUM & IMMIGRATION ACT 1996 – Proof of Legal Right to Work in the UK**

Section 8 of the Act requires employers to keep documentary evidence of applicants' legal right to work in the UK. Employment is therefore subject to you being able to supply a 'specified document' (eg, a P60, NINO Card, UK or Eire birth certificate, passport) as confirmation of your eligibility to live and work in the UK.

Would you be able to produce such a document? **YES / NO**

**REFERENCES (persons not related to you who can vouch for your Work experience and Character)**

*Details of two referees are required, one of which should be from your present or last employer. References will only be taken up where a candidate is to be invited for interview. If you do not wish your referees to be contacted at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references.*

| Reference 1 (work experience)                    |                 | Reference 2 (character)                          |                 |
|--------------------------------------------------|-----------------|--------------------------------------------------|-----------------|
| Name                                             |                 | Name                                             |                 |
| Title/Position                                   |                 | Title/Position                                   |                 |
| Address                                          |                 | Address                                          |                 |
| Post Code                                        |                 | Post Code                                        |                 |
| Tel Number                                       |                 | Tel Number                                       |                 |
| E-Mail                                           |                 | E-Mail                                           |                 |
| Relationship to Applicant                        |                 | Relationship to Applicant                        |                 |
| Can this referee be contacted prior to interview | <b>YES / NO</b> | Can this referee be contacted prior to interview | <b>YES / NO</b> |

**AVAILABILITY**

*Please indicate below any dates when you would not be available to attend for interview*

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If offered this job, when could you start?

Do you have any holiday commitments in the next 12 months?

**RELATIONSHIP**

Are you related to any Member / Employee of Braunstone Town Council? **YES / NO**

If so, please give details

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Canvassing of members of Braunstone Town Council either directly or indirectly will disqualify an application.

**EDUCATION, AND QUALIFICATIONS***Please give details in date order*

| Qualification Obtained | Grade / Level | Date (M/Y) | School / College / University |
|------------------------|---------------|------------|-------------------------------|
|                        |               |            |                               |

**RELEVANT NON-QUALIFICATION COURSES ATTENDED**

| Organising Body | Brief Details of Course | Duration |    |
|-----------------|-------------------------|----------|----|
|                 |                         | From     | To |
|                 |                         |          |    |

**MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS**

| Organisation | Membership Level | Date Achieved |
|--------------|------------------|---------------|
|              |                  |               |

**EMPLOYMENT HISTORY - Please list current or more recent post first**

Please list all organisations for which you have worked and include details of gaps in employment

| Employer (including address and Nature of Business) | Post Title and Main Duties | Salary | Dates employed |    | Reason for leaving |
|-----------------------------------------------------|----------------------------|--------|----------------|----|--------------------|
|                                                     |                            |        | From           | To |                    |
|                                                     |                            |        |                |    |                    |

**SUMMARY OF EXPERIENCE AND SKILLS**

*Please give details of any experience and skills you have relevant to the post in support of your application and note what qualities you have which most suit you to the job you are applying for.*

*Please use the space below. You may use the additional sheet if necessary.*

**COMPUTER / INFORMATION TECHNOLOGY**

Please give details of your IT Skills, listing experience of use of hardware, software, the Internet, etc.

|  |
|--|
|  |
|--|

**GENERAL**

|                                                                                                                                        |                 |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Do you have any other employment (including part-time or night work) which you intend to continue? <i>(if yes please give details)</i> | <b>YES / NO</b> |
|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|

|                                                                                                                                                       |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Do you have any other commitments which may limit your working hours, eg, judicial, military or local government? <i>(if yes please give details)</i> | <b>YES / NO</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|

|                                                                                                   |                 |
|---------------------------------------------------------------------------------------------------|-----------------|
| Have you ever been convicted of a criminal offence (NB The Rehabilitation of Offenders Act 1974)? | <b>YES / NO</b> |
|---------------------------------------------------------------------------------------------------|-----------------|

*Some posts, including those that involve working with children or vulnerable adults, may be required to give details of any criminal convictions. If this post falls into this group you will be required to provide information on a questionnaire to be checked through the Criminal Records Bureau (CRB)*

**DECLARATION**

I declare that the above information is correct and I consent to it being processed (see DPA below) for the purposes of recruitment. I also understand that misleading statements may be sufficient grounds for canceling any agreements made and that questions left unanswered may be discussed at interviews arising from this application. I accept that, on appointment I will complete a Pre-Employment Medical Form.

|                  |             |
|------------------|-------------|
| <b>Signature</b> | <b>Date</b> |
|------------------|-------------|

**The Data Protection Act 1998 (DPA)**

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. We may contact relevant third parties in order to verify certain information given in your application (NB References are subject to your consent).

You have a right to have your application processed manually and to appeal against any negative outcome of automated processing. Upon completion of the recruitment procedure, information on you may be stored for a period of up to six months after which it will be destroyed.

**OFFICE USE ONLY**

|  |                       |          |
|--|-----------------------|----------|
|  |                       |          |
|  | Invited for interview | YES / NO |

# APPLICATION FORM - ADDITIONAL SHEET

**Continued**

| Post                           |  | Name |  |
|--------------------------------|--|------|--|
| Summary of relevant experience |  |      |  |
|                                |  |      |  |