

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:

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?	YES / NO
		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	YES / NO	Can this referee be contacted prior to interview	YES / NO

AVAILABILITY

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

If offered this job, when could you start?

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

RELATIONSHIP

Do you have any relationship, friendship or personal connection with any Councillor/Employee of Braunstone Town Council? **YES / NO**

If so, please give details

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.

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GENERAL

Do you have any other employment (including part-time or night work) which you intend to continue? (if yes please give details)	YES / NO
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Do you have any other commitments which may limit your working hours, eg, judicial, military or local government? (if yes please give details)	YES / NO
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Have you ever been convicted of a criminal offence (NB The Rehabilitation of Offenders Act 1974)?	YES / NO
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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.

Signature	Date
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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
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APPLICATION FORM - ADDITIONAL SHEET

Continued

Post

Name

Summary of relevant experience