# Shape Description automatically generated with medium confidence

**JOB APPLICATION FORM**

Please read the application pack before completing this form.

* **Section 1 - Job details**

Job Title :

* **Section 2 - Personal Details**

## Other names:

## Surname:

## Previous Surnames:

## Home Address:

## Post Code:

## 

Title:

(Mr/Mrs/Ms/Miss)

## Telephone numbers:

Home:

Work:

Mobile:

e-mail:

May we contact you at work?

* **Section 3 - Employment history**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current or last employment** | | | | |
| Name & address of employer | Job Title | from | to | Reason for leaving |
| Brief Description of Main Functions and Responsibilities | | | | |
| Salary and other benefits | | | | |
| Length of notice required. If offered the position, when could you start work? | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment (most recent first).**  **Please account for any breaks in your employment.** | | | | |
| Name & address of employer | Post held | from | to | Reason for leaving |

Do you need a work permit to work in the UK? Yes q No q

If yes, do you have one? Yes q No q

* **Section 4 - Education and Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary schools, colleges, university, etc attended** | | | | |
| Name & address  (continue on final sheet if necessary) | from | to | Examinations passed | |
| **Other relevant training courses (within and outside work)** | | | | |
| Course subject or title | | from | to | Source or provider |
| Please give details of continuous skill/professional development. Please include details of additional qualifications gained and/or membership of professional associations | | | | |
|  | | | | |

|  |
| --- |
| Do you have a full current driving licence Yes q No q Do you have a car or can you travel by any other means? ………………………… |

* **Section 5 - Supporting information and comments**

Please provide any other information in support of your application, ensuring that you address all the requirements of the Person Specification in the order given. Give evidence of relevant examples from work or in a voluntary capacity.

* **Section 6 – Criminal Convictions and Relationships**

|  |
| --- |
| Do you have any criminal convictions which are deemed unspent under the Rehabilitation of Offenders Act 1974?  Yes □ No □  If yes, please give details (offence, date of conviction, outcome) |
| Are you related to a Councillor or employee of Rayleigh Town Council?  Yes □ No □  If yes, please specify the relationship:  *If you try to influence councillors or staff about this application we will disqualify you.* |

* **Section 7 – References**

|  |  |
| --- | --- |
| Please give the names and addresses of two referees, one of which must be your most recent employer. **Please tick the box below if you do not want us to get in touch with your present employer unless we offer you the job.** | |
| Name: □  Work Relationship:  Address:  Tel:  Email: | Name: □  Work Relationship:  Address:  Tel:  Email: |

**Data Protection Act 1988.** Some or all of the above data may be held on a database or relevant filing system. Any data held will be fairly and lawfully managed and processed for relevant personnel purposes and we will ensure the details are adequate, relevant, accurate, confidential, and secure. Any processing will comply with the regulations and afford you your rights under legislation.

By completing and signing this document we note you are giving permission for the data to be so used by Rayleigh Town Council.

|  |
| --- |
| **Declaration**  I understand that Rayleigh Town Council has a duty to protect the public funds it administers and may use the information I have given on this form to prevent and detect fraud. The Council may also share this information with other organisations that administer public funds for these purposes. I confirm that to the best of my knowledge the information I have given above and in any document(s) I have sent with my application is correct. I understand that if I have given any false or misleading information this may be treated as gross misconduct and I may be dismissed without notice if awarded employment with the Council.  Signature ………………………………………….. Date ……………………………... |