# 

**APPLICANT NO.**

**((CONFIDENTIAL)**

# BROADSTAIRS & ST. PETER’S TOWN COUNCIL

# EMPLOYMENT APPLICATION FORM

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|  | POST TITLE: Mayor’s P.A | | | |
| **PERSONAL PARTICULARS (BLOCK CAPITALS)** | | | | |
| Surname:  Forenames(s): | | | National Insurance No: | |
| Address:  Postcode: | | | Home Telephone No (inc. STD):  Mobile No:  E-mail address:  How much notice are you required to give (if you are not in employment when would you be free to start)? | |
| Do you hold a full current Driving Licence YES/NO | | | Do you own, or have use of a car? YES/NO | |
| EMPLOYER REFERENCES | | | | |
| Please give details of two people who we can approach for an employment reference. **One should be your present or most recent employer**. The Authority will not apply for references until permission has been given by the applicant. | | | | |
| Name  Occupation  Address  Telephone No (inc. STD):  Email:  Permission given to contact YES/NO | | | Name  Occupation  Address  Telephone No (inc. STD):  Email:  Permission given to contact YES/NO | |
| EMPLOYMENT PARTICULARS | | | | |
| Name and address of **current** employer:  Email: | | | Position Held:  Date Employment Commenced:  Salary:  Period of Notice required: | |
| Brief description of duties/responsibilities | | | | |
| **PREVIOUS EMPLOYMENT (MOST RECENT FIRST)** | | | | |
| Employer and  Nature of Business | | Position Held | | Reason for Leaving |
|  | |  | |  |
| EDUCATION and TRAINING | | | | |
| Courses, Training, Apprenticeship, Qualifications, Short and Part Time courses | | | | |
|  | | | | |
| OTHER SKILLS | | | | |
| Please provide any other information about skills that you think would be relevant to this position  *Please continue on another sheet if required or attach a CV for further information* | | | | |
| WHAT ACTIVITIES OUTSIDE WORK INTEREST YOU? | | | | |
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**PLEASE NOTE:**

#### COMPLETION OF FORM

The Council is seeking to ensure that it appoints the right candidate to the job and that applications for employment are treated in a fair and consistent manner. The various sections of the form ask for information that is necessary to ensure that this can be achieved. Candidates MUST complete fully all sections of the application form in sufficient detail to ensure that the application form can be properly evaluated. If you do not complete the form fully, you run the risk that your application will not be processed further. **You can, of course, support the application form with additional information or your personal CV.**

**HOW DID YOU FIND OUT ABOUT THIS VACANCY?**

(If from a publication, please state which one)

###### HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? YES/NO

If **YES**, please give details on a separate form. You need not include convictions which are “spent” under the Rehabilitation of Offenders Act, 1974. **A Criminal Records Disclosure will be requested**.

###### ARE YOU RELATED TO ANY MEMBER OR OFFICER OF THIS AUTHORITY? YES/NO

(If YES, please give details) Canvassing of members of the Council shall disqualify the candidate for the appointment.

**I declare that the details given in this application are correct to the best of my knowledge and belief, and that I may be required to provide documentary evidence to substantiate certain information eg birth certificate, examination certificates etc. I understand that giving false information will disqualify me from being appointed or, if appointed may result in my dismissal.**

|  |  |
| --- | --- |
| **SIGNED:** | **DATE:** |