



Application for Employment

Please read the information and guidance notes before you complete this form.

SECTION A	Job Details	
Job applied for:		
Please state where you saw the job advertised:		
Job Reference Number:		

SECTION B	Personal Information		
Surname:			
First Name:			
What title do you use? (For e.g. Mr/Mrs/Miss/Ms/Dr):			
Address (including post code):			
How may we contact you quickly:	Daytime	Evening	
Telephone Number:			
Mobile Number:			
Email Address: This address may be used to contact you during the recruitment process.			

SECTION C	Current or most recent Employment/Voluntary Work		
Name and address of organisation:	Job held:	Current Salary/Pay Rate:	
	Date of appointment:	Length of notice:	
Brief summary of duties and responsibilities:			
Are you currently in employment? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please state the date when last employment ended and the reason:		

SECTION D	Educational and Professional/Specialist Qualifications	
<p>Please list details relevant to this post, in chronological order. If short listed, you will be required to bring proof of these qualifications to interview. (Please use an additional sheet if necessary)</p>		
Name and address of School, College or University attended:	Qualifications: (for example NVQ, GCSE, A level, Degree)	Grade/Result received:

SECTION E	Training relevant to this post. (Please use an additional sheet if necessary)	
Name of Organisation:	Name of specialist training courses:	Result received:

SECTION F	Employment History
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Please give details of your full employment history starting with the most recent. You must list all employment, career breaks, and periods of unemployment, education and voluntary work since leaving secondary education; without any gaps. (Please use an additional sheet if necessary)

Organisation's name and address:	Your role:	Reason for leaving:

Please give details and reasons of any gaps in work history:

Please give the total number of days sickness absence from work in the last 2 years:

SECTION G**Additional Information**

With this application form you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet each of the requirements of the job. It will help the short listing process if you address each area of the person specification separately, preferably using sub-headings. Please provide examples to illustrate your knowledge, skills, and experience.

(Please use an additional sheet if necessary)

SECTION H	References
<p>Please give the names of two referees who can provide professional or educational references (not character). The first must be from your present or last employer/voluntary organisation, if applicable.</p> <p>The person you name must hold a managerial or personnel position in that organisation and have access to your records.</p> <p>If you do not give permission for your current employer to be contacted before interview, please provide us with an additional relevant referee to allow for two references to be available to the interviewing panel.</p> <p>If you are unable to provide your employer's details for reference purposes at that time your application will not be pursued further.</p> <p>In the event that you are not currently employed we will require details from your last employer.</p> <p>The referees provided will be asked if you have any live disciplinary offences and also about any 'time expired' disciplinary offences where they relate to children. They will also be asked if you have been subject to any child protection or vulnerable adult protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.</p> <p>PLEASE NOTE THAT Saint Anne's on the Sea Town Council reserves the right to ask you for permission to contact a referee from any organisation you have been associated with. This can be in addition to, or instead of, the names you supply.</p>	

Referee from Present or Last Employer/Voluntary Organisation			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Second Referee			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Referee			
<p>Please provide an additional referee below if we are unable to contact your present employer prior to interview.</p>			
Referee Name:		Job Title:	
Address (including postcode):		Telephone Number:	
Email Address:		I agree to this reference being taken prior to any interview:	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION I	Further Information	
1.	Your job may require you to travel around the town, would this present any difficulty for you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Are you subject to any legal restrictions in respect of your employment in the UK? You will be required to provide evidence of your eligibility to work in the UK and any information given may be checked with the Home Office or the Immigration Service.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Are you, to your knowledge, related to or have a close relationship with any Member or Officer of the Town Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	If you were appointed is there any other employment that you would wish to continue?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If you have answered 'yes' to questions 1, 2, 3, 4 on the previous page please give details below:</p> 		
5.	The post you are applying for is not exempt from the 'Rehabilitation of Offenders Act 1974'. You will be required at Interview stage to declare if you have ever been convicted of a criminal offence which is not 'spent' under the Rehabilitation of Offenders Act 1974? Do you understand the above and agree to declare this information?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION J	Declaration
<p>I declare that, to the best of my knowledge and belief, the information given on this application form and supplied with it, is correct.</p> <p>I understand that any subsequent contract of employment with the Council will be made only on this basis, and that, if I falsify or deliberately omit any relevant information I could be dismissed.</p> <p>Signature: _____ Date: _____</p> <p>If you lobby Councillors or employees of the Town Council, either directly or indirectly, in connection with your application you will be disqualified.</p>	

<p>Data Protection Act 1998:</p> <p>Assurance of Fair Processing:</p> <p>We will hold on computerised records the details you supply on this and related forms. This will allow us to provide pay, human resources and related services if we employ you. We may disclose these details to organisations or individuals with whom we consult regarding human resource related matters.</p> <p>We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes.</p>
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Please return your completed application form to: Town Clerk, West Lodge, 5 St George's Road, St Anne's on Sea, Lancashire, FY8 2AE, or via email to townclerk@stannesonthesea-tc.gov.uk

Monitoring Equality and Diversity in Employment

This section of the application form will be detached from your application form and will be used solely for monitoring purposes and for verification of identity; we will not make this information available to those involved in the selection process for the job you are applying for.

Saint Anne's on The Sea Town Council recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We have an Equal Opportunities Policy which aims to make sure that we treat everyone fairly.

To help us monitor this Policy, please answer the questions below. In order for your application to be considered completion of Section A is required. Completion of Section B is at your discretion.

SECTION A		
Your full name:	Title:	Date of Birth:
Gender: (please specify)	National Insurance Number:	
Other names you have been known by:		
Please state where you saw this post advertised:		

SECTION B							
a) Ethnic Classification Which of the following groups do you feel best describes your ethnic origin?							
Asian/Asian British	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian background Please specify
Black/Black British	Caribbean	<input type="checkbox"/>	African	<input type="checkbox"/>	Any other Black background	<input type="checkbox"/>	Please specify background
Chinese or other Ethnic	Chinese	<input type="checkbox"/>	Any other Ethnic group			<input type="checkbox"/>	Please specify Ethnic Group
Mixed	White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Other Mixed background Please specify
White	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Any other Mixed background	<input type="checkbox"/>	Please specify background
b) Disability The Disability Discrimination Act defines disability as 'a physical or mental impairment which has a substantial and long term effect on the person's ability to carry out day to day activities'.							
Do you consider yourself to have a disability under the Disability Discrimination Act 1995? (Please select Yes/No as appropriate)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered 'yes' please complete the form overleaf.							
c) Sexual Orientation: Which of the following do you feel best describes your sexual orientation?							
Lesbian	<input type="checkbox"/>	Gay Man	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Heterosexual	<input type="checkbox"/>
d) Religion/Faith/Belief: Which of the following groups do you feel best describes your religion/faith/belief?							
Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	No Religion	<input type="checkbox"/>	Other please specify	<input type="checkbox"/>