

APPLICATION FOR THE POSITION OF _____

CONFIDENTIAL

CLOSING DATE : _____

HOW WE USE YOUR INFORMATION – Chesham Town Council will use the data you provide for the purposes of considering your application for the above post. We will not share your information with any third parties and will process and store your data in compliance with Data Protection law. We will retain unsuccessful applications for 6 months after the recruitment decision has been taken. For successful applicants, we will retain the data for the duration of your employment with us, plus 6 years. You have a right to know what information we hold about you and also to have that information updated; you can contact us using the address on the bottom of this form in order to do this.

The Council is committed to promoting equality of access in employment. We pledge not to place any job applicant at a disadvantage because of their age, disability, ethnic origin, marital status, race, religion, sex or sexuality.

1. PERSONAL DETAILS

Title **Tel. No. (home)**.....

Surname **Tel. No. (mobile)**.....

Forename(s) **Tel. No. (work)**.....

Address **May we contact you at work? Yes / No**

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.....

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Email

Postcode

2. SECONDARY & HIGHER EDUCATION AND QUALIFICATIONS

School/College, etc.	Qualifications	Dates	Grades

3. PRESENT/MOST RECENT EMPLOYMENT

From:	To:	Name and Address

Job Title / Brief Description of Duties:

Period of Notice required:

Present Salary: £

4. PREVIOUS EMPLOYMENT (most recent first)

Dates from:	To:	Names & address of Employer	Job title & salary	Reason for leaving

5. INFORMATION IN SUPPORT OF YOUR APPLICATION

Notes:

- 1. Please explain why you are applying for this vacancy*
- 2. Give details of relevant experience and courses attended*
- 3. What skills and personal qualities can you bring to this post*

Please use a continuation sheet if necessary

6. CRIMINAL CONVICTIONS

The job advert clearly identifies if appointment to this post will be subject to a satisfactory Disclosure and Barring Service (DBS) check. In the event that it is, please provide details of any convictions and cautions (or reprimands or warnings) you have had for criminal offences that have not been filtered subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended by the 2013 Order. Where a DBS check is not required, please give details of any unspent convictions you have had for criminal offences subject to the Rehabilitation of Offenders Act 1974.

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7. REFERENCES (Please ensure you have the consent of your referees before you provide their details)

Name:	Name:
Address:	Address:
Tel. No.	Tel. No.
Position in the Company	Position in the Company
May we contact them prior to interview? Yes / No	May we contact them prior to interview? Yes / No

8. ADJUSTMENTS FOR THE INTERVIEW

Where reasonable, adjustments will be made to our assessment process to accommodate particular needs, e.g. where a candidate has a disability. If you require us to make any adjustments to our assessment/interview process, please let us know here:

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9. DECLARATION

I understand that any offer of employment by the Council is based upon the accuracy of statements contained in this information. I declare that all statements are, to the best of my knowledge, an accurate statement of facts. I further understand that any false statements will be sufficient reason for dismissal.

By signing below, you are agreeing and accepting all of the above statements.

Signed Date.....

PLEASE RETURN THIS FORM TO:

Mrs Tracey Hatchett, Deputy Manager, The Elgiva, St Mary's Way, CHESHAM, Buckinghamshire, HP5 1DS or EMAIL TO deputy@elgiva.com.

Where did you see this post advertised? (Please state exact name of publication, where applicable)

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IF YOU REQUIRE THIS APPLICATION FORM IN LARGE PRINT, OR AN ALTERNATIVE FORMAT, PLEASE CONTACT US AND WE WILL DO OUR BEST TO HELP.

CONTINUATION SHEET – INFORMATION IN SUPPORT OF YOUR APPLICATION

A large empty rectangular box intended for providing information in support of an application.