

# Application Form - Private and Confidential

Please Note That CVs Will Not Be Considered



*The Council is an equal opportunities employer and welcomes all applications*

*Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required. Page 8/9 will be detached from the rest of the application and will be held in compliance with GDPR*

<b>Job Details</b>	
Post applied for:	Job Reference:
<b>Personal Details</b>	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work: (OK to contact?)
Personal email:	
<p><b>Asylum and Immigration Act 1996.</b>                      It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Southwater Parish Council that the Asylum and Immigration Act 1996 is being complied with.</p>	
Do you require a work permit to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>References</b>	
<i>(please refer to the Guidance Notes for Job Applicants)</i>	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
How long have you know this person and in what capacity?	How long have you know this person and in what capacity?
Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)	Are you happy for us to contact this referee prior to interview? Yes/No (please indicate)
<b>Name of Applicant:</b> (please print your name clearly)	

### Present or Most Recent Employment

Name & Address of employer:	
Post Code:	
Job Title:	Dates employed:
Current or final salary:	Period of notice required:
Why are you thinking of leaving / why did you leave?	
Please give a brief outline of your main responsibilities and achievements:	

### Previous Employment

*Please list all previous employment in chronological order (most recent first)*

Dates From to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

## Education & Qualifications

*Please give details of all educational qualifications obtained and those currently being pursued*

Name of School, College, University, etc	Dates attended From/to	Subjects studied / Qualifications worked towards	Grades and year obtained

## TRAINING

*This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments*

Course Title	Organisation	Dates

## Membership of Professional Institutes

Institute	Level of Membership	Year of Award

## Other Experience

*Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.*

Experience	From/To

**Information in Support of Your Application**  
If further space is needed, please continue on a separate A4 sheet.

Empty space for providing information in support of the application.

## The Working Time Regulations 1998

(please refer to the Guidance Notes for Job Applicants)

**Employment which you intend to continue if successfully appointed to the post applied for.**

Please complete and sign either Part 1 or Part 2. Please declare any other job whether it is with local authorities, public bodies or with private companies.

### Part 1 – No other Employment

I confirm that I do not have any other employment.

Signature:

Print Name:

Date:

### Part 2 – Other Employment (including any freelance or self-employed work)

All other employment that I have is detailed below:

Job Title & Organisation	Number of hours per week including overtime	Start Time (please use 24 hour clock)	End Time (please use 24 hour clock)

Signature:

Print Name:

Date:

### Rehabilitation of Offenders Act 1974

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. AirS uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust. Unless the nature of the position allows AirS' interviewing managers to ask questions about your entire criminal record we only ask about "unspent" convictions.

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## Additional Information

### Driving Licence:

Do you hold a current driving licence?

Yes  
 No

Are you a car owner or do you have access to a car?

Yes  
 No

If YES, please state the type of licence you hold:

Do you have any current endorsements?

Yes  
 No

If YES, please specify:

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## Declaration

I declare that the information contained in the application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

### Data Protection:

**Please note that all recruitment documents, including application forms, for unsuccessful applicants will be kept in secure conditions for a period of 12 months, after which they will be destroyed.**

I understand that if the position I am applying for involves contact with vulnerable groups, if I am successful, an Enhanced CRB Disclosure will be applied for.

If I accept employment with [insert name of Council], I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

*If this form has been completed electronically, please tick box to indicate your consent and, if you are invited for interview, please remember to bring a signed copy of this form with you.*

## **Brief Guidance Notes for Job Applicants**

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

### **Equality of Opportunity**

The use of our own Application Form rather than individual CVs helps to ensure equality of opportunity during the selection process. Please note therefore that CVs will be disregarded.

### **Information in Support of your Application**

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is need, please continue on a separate A4 sheet.

When posts require regular travel throughout Sussex, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet this criterion.

### **Working Time Regulations 1998**

The Working Time Regulations were introduced in 1998 as a health and safety measure. Average weekly working hours are limited to 48 hours (normally calculated over a 17 week period.)

Employers are required to take all reasonable steps to ensure that the limits to working times are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

Please note that if you do have other jobs, your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored. If you are selected for interview, the implications will be carefully discussed with you. Southwater Parish Council may consider it necessary to discuss the situation with your other employer (s) but only with your permission.

Depending on the overall situation and the outcome of discussions with you, Southwater Parish Council will have the following options:

- Not to offer you the appointment.
- Offer the appointment on reduced hours.
- Offer the appointment providing the other work is relinquished (or the hours reduced).
- Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit.

### **References**

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. If you have only just finished your education and have little or no work experience, please provide a referee from your school, college or university as well as a personal referee. If in the job advertisement, the position is subject to a successful Enhanced CRB disclosure, at least one referee must be someone who has directly supervised you in a similar role. References will not be taken up without your prior agreement.