**JOB APPLICATION FORM**

**Please refer to the job application guidelines provided when completing your application form.**

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| **Post applied for:** |  |
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| **PERSONAL DETAILS** |
| **Title (e.g. Mr / Mrs / Ms):** |  |
| **Surname / Family Name:** |  |
| **First Name(s):** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone No.:** |  |
| **Email:** |  |
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| **CURRENT / MOST RECENT EMPLOYMENT DETAILS** |
| **Name of Employer:** |  |
| **Employer’s Address:** |  |
| **Postcode:** |  |
| **Current / Last Job Title:** |  |
| **Current / Final Salary:** |  |
| **Dates of Employment:** | **From** |  | **To** |  |
| **Notice Period:** |  |
| **Brief description of duties and responsibilities:** |
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| **EDUCATION / QUALIFICATIONS** |
| **Dates** | **University / College / School** | **Qualification(s) attained (Courses / Grades)** |
| **From** | **To** |
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| *Add additional rows if required.* |
| **Any additional applicable training undertaken:** |
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| **Membership of a professional body:** |  |

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| **PREVIOUS EMPLOYMENT** |
| **Dates** | **Employer Name / Address** | **Job Title** | **Duties / Responsibilities** |
| **From** | **To** |
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| *Add additional rows if required.* |

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| **SKILLS, KNOWLEDGE & EXPERIENCE** |
| **Describe how you consider your skills, knowledge and experience relevant to this position and describe those factors which make you a particularly suitable candidate, including any voluntary work and experience gained outside work.** |
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| **RELATIONSHIP TO THE COUNCIL / STAFF / COUNCILLORS** |
| **Have you previously been employed by / sought employment with Woodley Town Council?** | **Yes** |  | **No** |  |
| **If YES, please provide details:** |  |
| **Is any Council Officer or Councillors your partner, spouse or a relative?** | **Yes** |  | **No** |  |
| **If YES, please provide details:** |  |

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| **RIGHT TO WORK IN THE UK** |
| **Do you need a work permit to work in the UK?** | **Yes** |  | **No** |  |
| **If your answer is NO, and your application is successful, you will need to provide evidence of your entitlement to live and work in the UK.** |

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| **CRIMINAL RECORD** |
| **Please note any criminal convictions, except those considered “spent” under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent on obtaining a satisfactory basic disclosure from the Disclosure and Barring Service.** |
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| **REFERENCES** |
| **Please give two referees to whom confidential enquiries may be made. One MUST be your current or most recent employer. Referees must not be members of your family, or your spouse / partner.** |
| **REFEREE 1** | **REFEREE 2** |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **Tel. No.:** |  | **Tel. No.:** |  |
| **Email:** |  | **Email:** |  |
| **Relationship:** |  | **Relationship:** |  |
| **May we contact prior offer? (Yes/No)** |  | **May we contact prior offer? (Yes/No)** |  |

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| **DRIVING LICENCE** |
| **Do you hold a full current driving licence?** | **Yes** |  | **No** |  |
| **Do you have the daily use of a car?** | **Yes** |  | **No** |  |

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| **REASONABLE ADJUSTMENTS** |
| **If you have any health condition or disability, please let us know if there are any reasonable adjustments we can put in place to help you with your application, interview, or any other part of the recruitment process.** |
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| **DECLARATION** |
| (1) I declare that the information set out in this Application Form is to the best of my knowledge true in all respects and I understand that canvassing of any Councillor or Employee of Woodley Town Council, or giving false information / omitting to give information may render me liable for dismissal if appointed.(2) I agree that the organisation reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during my employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.(3) I agree that should I be successful in this application, I will, if required, apply to the Criminal records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated. |
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| **Signed:** |  | **Date:** |  |
| *Your name entered here will be regarded as your signature* |

***Please return this form, either via email to*** ***townclerk@woodley.gov.uk*** ***or in hard copy to ‘Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ’***

Data Privacy Notice

Woodley Town Council is the data controller for your data. By submitting this application, you consent to the Council storing and processing the personal data you have provided for the purpose for which it was submitted.

Where necessary the Council may share your personal data with other third-party data controllers with whom the council works. Personal data will be stored securely, and will be deleted or anonymised when it is no longer required. For full information on how we will process your data, including who it may be shared with, where it will be stored, how it will be protected, and how long it will be stored, please see our [General Data Privacy Notice](https://www.woodley.gov.uk/about-the-council/governance-finance).

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| **EQUAL OPPORTUNITIES MONITORING** |
| **Woodley Town Council operates a policy of equal opportunity and fair treatment for employment and development. To assist us in monitoring this policy, applicants are asked to give details of their gender, age, ethnic origin and disabilities. Submitting this information is optional, and the information provided will not be used during the shortlisting or selection process.** |
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| *Please indicate your answers by placing an (x) in the applicable box:* |
| **GENDER**  |
| **Male** |  | **Female** |  | **Intersex** |  | **Non-Binary** |  |
| **Other (please state):** |  | **Prefer not to say** |  |
| **Is the gender you identify with the same as your gender registered at birth?** |
| **Yes** |  | **No** |  | **Prefer not to say** |  |  |
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| **AGE** |
| **16-24** |  | **25-29** |  | **30-34** |  | **35-39** |  | **40-44** |  |
| **45-49** |  | **50-54** |  | **55-59** |  | **60-64** |  | **65+** |  |
| **Prefer not to say** |  |  |
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| **DISABILITY DISCRIMINATION ACT 1995** |
| We welcome applications from people with disabilities. The Disability Discrimination Act defines disability as “any physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day-today activities”. |
| **Do you consider yourself to have a disability that falls within this definition?** | **Yes** |  | **No** |  |
| **Is yes, please provide details:** |  |
| **Is there anything about your disability that might be relevant to this job?** | **Yes** |  | **No** |  |
| **Is yes, please provide details:** |  |
| **Would the provision of any aids or adaptations assist you in carrying out the duties of this job?** | **Yes** |  | **No** |  |
| **Is yes, please provide details:** |  |
| ***Please turn over*** |

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| **ETHNIC ORIGIN** |
| *Ethnic origin is not necessarily about nationality, place of birth or citizenship, but the group to which you perceive you belong.* |
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| **I’d prefer not to state my ethnic origin** |  |  |
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| **WHITE** |
| **English** |  | **British** |  | **Welsh** |  | **Scottish** |  |
| **Northern Irish** |  | **Irish** |  | **Gypsy Irish Traveller** |  |
| **Other White background (please state):** |  |
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| **ASIAN or ASIAN BRITISH** |
| **Indian** |  | **Pakistani** |  | **Bangladeshi** |  | **Chinese** |  |
| **Other Asian / Asian British background (please state):** |  |
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| **BLACK, AFRICAN, CARIBBEAN or BLACK BRITISH** |
| **African** |  | **Caribbean** |  |  |
| **Other Black, African, Caribbean background (please state):** |  |
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| **MIXED or MULTIPLE ETHNIC GROUPS** |
| **White and Black Caribbean** |  | **White and Black African** |  |
| **White and Asian** |  |  |
| **Other Mixed or Multiple Ethnic background (please state):** |  |
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| **OTHER ETHNIC GROUP** |
| **Arab** |  |  |
| **Other Ethnic background (please state):** |  |
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