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| Office use only Application No. |  |



**DUNSTABLE TOWN COUNCIL**

**APPLICATION FOR EMPLOYMENT - CONFIDENTIAL**

**Section A - Personal details and monitoring**

The information you provide in *Section A* will not be passed on to anyone involved in shortlisting and will be separated from your application as soon as it is received. The monitoring information you provide will be treated as confidential and does not form part of your application. Your co-operation in its completion is therefore welcomed and helpful.

|  |  |
| --- | --- |
| **Post applied for** |  |

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| First name(s) |  |
| Address |  |
| e-mail address |  |
| Home tel no |  | Mobile no |  |
| Work tel no |  | Can we contact you at work? |  |
| Date of birth |  | National Insurance no |  |
| Do you need a work permit? | No 🞏 | Yes - I already have one 🞏  | Yes - I but I do not have one 🞏  |
| Expiry Date |  |

**References**

Please give at least two references (not relatives) including your current/last employer, which will cover your last three years of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Telephone no |  | Telephone no |  |
| e-mail |  | e-mail |  |
| Occupation |  | Occupation |  |
| Can we contact prior to interview? |  | Can we contact prior to interview? |  |

**Data Protection Act 1998**

Any personal data about you will be held in secure conditions with access restrictions. Data will be used for employment monitoring purposes however all data will be kept anonymous. If you are unsuccessful, your application will be destroyed after 12 months. If you are the successful candidate, relevant information will be taken from this form and used as part of your Personnel record.

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you related to a Councillor or employee of this Council?*If yes, please give brief details* |  | **No** |  |
|  | **Yes** |  |
|  |
| If appointed, do you have any business/financial interests that may conflict with the duties of this job?*If yes, please give brief details* |  | **No** |  |
|  | **Yes** |  |
|  |

I declare that the information contained in *Sections A and B* of this application is complete and correct. I understand that, if I have knowingly provided false information or I have directly or indirectly canvassed a Councillor or an employee of the Council in support of my application, I may be disqualified or dismissed after appointment. I consent to the use of this information as outlined above.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Equality of opportunity**

Dunstable Town Council is committed to treating all its employees, applicants, service users and contractors without fear of direct or indirect discrimination on the basis of a person's or group's race, disability, HIV status, marital status, nationality, colour, political persuasion, age, gender, religion or belief, sexual orientation, criminal record or any other aspect of an individual's background which cannot be shown to be justified.

To ensure that our policies are having an effect we need to monitor candidates and employees and all candidates are requested to give the following information. This information is treated confidentially and in line with the Data Protection Act.

**CULTURAL BACKGROUND**

Choose **ONE** group from A to E, then tick the appropriate box to indicate your cultural background.

|  |  |  |
| --- | --- | --- |
| **A White****□** British□ Irish□ Any other white background | **B Mixed**□ White & black Caribbean□ White & black African□ White & Asian□ Any other mixed background | **C Asian or Asian British****□** Indian□ Bangladeshi□ Pakistani□ Any other Asian background |
| **D Black or Black British****□** Caribbean□ African□ Any other black background | **E Chinese or other ethnic Group****□** Chinese□ Any other ethnic background |

**AGE**

|  |
| --- |
| **□** 16-20 □ 21-30 □ 31-40 □ 41-50 □ 51-60 □ 61-64 □ 65 or over |

**DISABILITY IN EMPLOYMENT**

We are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in our recruitment and selection process and we are committed to meeting, wherever possible, any needs you specify on this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you declare yourself to be disabled under the Disability Discrimination Act 1995?*If yes, please provide brief details* |  | **No** |  |
|  | **Yes** |  |
|  |
| Do you need any special requirements if you are invited for interview? *If yes, please provide brief details* |  | **No** |  |
|  | **Yes** |  |
|  |

**Disclosure of criminal record information**

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you are not required to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar you from employment. This will depend on the nature of the post and the circumstances and background of your offence(s).

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have any unspent convictions? |  | **No** |  |
|  | **Yes** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have any spent convictions?*(Please note that this only needs to be completed if the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. If the post you are applying for is exempt this will be clearly identified in the advert and the post profile included within your application pack)* |  | **No** |  |
|  | **Yes** |  |

|  |
| --- |
| If you have answered ‘YES’ to either question above please provide full information below. |
|  |

Please return all forms to: Finance & Support Services (*marked Private and Confidential)*

 Dunstable Town Council

 Grove House

 76 High Street North

 Dunstable

 LU6 1NF

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| Office use only Application No. |  |



**DUNSTABLE TOWN COUNCIL**

**APPLICATION FOR EMPLOYMENT - CONFIDENTIAL**

**Section B - Education and Employment**

|  |  |
| --- | --- |
| **Name:** |  |
| **Post applied for** |  |

**Education and qualifications (proof may be required)**

Please list only the schools, colleges and universities that you have attended and examinations taken. Include academic, vocational and professional qualifications with grades/results.

|  |  |  |
| --- | --- | --- |
| Schools / colleges / universities | Dates | Qualifications with grades |
| From | To |
|  |  |  |  |
| Membership of professional bodies*(including grade of membership and whether gained by examination)* |
|  |
| Relevant training courses *(this may include in-house and external training courses, evening classes and adult education)*. *IT courses should be listed in the next section.* |
|  |
| IT skills and experience*(including training courses)* |
|  |

*Please use additional sheets if required*

**Current *(or most recent)* employment**

|  |  |
| --- | --- |
| Employer’s name |  |
| Employer’s address |  |
| Job title |  |
| Date started |  | Notice period |  |
| Salary |  | Other benefits |  |
| Brief outline of duties and responsibilities |
|  |
| Reason for leaving |
|  |

**Previous employment *(most recent first)***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name | Dates | Salary | Position held & reason for leaving |
| From | To |
|  |  |  |  |  |

*Please use additional sheets if required*

**Experience and relevant skills**

Please provide supporting information regarding your experience, abilities and suitability for the post which should relate to the essential and desirable criteria in the post profile.

|  |
| --- |
|  |

*Continue overleaf*

**Experience and relevant skills (continued)**

|  |
| --- |
|  |

*Please use additional sheets if required*

**Other information**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a current, full driving licence? |  | **No** |  |
|  | **Yes** |  |
| If the post applied for is an essential car user, do you have access to a vehicle that could be used for work? |  | **No** |  |
|  | **Yes** |  |

**Interview dates**

|  |
| --- |
| If you are unavailable for interview on any dates within the next few weeks please state below. |
|  |