

# LISKEARD TOWN COUNCIL

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Mr S R Vinson

Town Clerk

3-5 West Street

Liskeard PL14 6BW

## APPLICATION FORM CONFIDENTIAL

PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE

### PERSONAL DETAILS

Forename(s): ..... Surname: .....

Address: .....

Postcode: .....

Telephone: ..... Mobile: .....

#### Next of Kin

Forename(s): ..... Surname: .....

Address: .....

Postcode: .....

Daytime telephone number: .....

#### *Please delete as appropriate:*

Do you have a current valid driving licence? YES NO

Do you have access to a car? YES NO

If you have a driving licence is it: PROVISIONAL FULL HGV

#### Details of position applied for

How did you learn of this vacancy?

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.....  
.....  
.....  
.....

## DESCRIBING YOU

Please tell us what skills and personal qualities you have to enable you to work successfully in this role.

.....  
.....  
.....  
.....

## EDUCATION DETAILS

Please give details of all secondary education including examinations taken (with results).

<u>Schools / Colleges</u>	<u>Courses / Exams</u>	<u>Qualifications / Grades obtained</u>	<u>Date</u>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

State any other achievements during education:

.....  
.....  
.....

*Please be prepared to provide certificates of pass. etc.*

## FURTHER/HIGHER EDUCATION DETAILS

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.)

<u>University / FE College</u>	<u>Courses / Exams</u>	<u>Qualifications obtained</u>	<u>Grade</u>	<u>Date</u>
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
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*Please be prepared to provide certificates of pass. etc.*

## PUBLIC OR VOLUNTARY COMMITMENTS

Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed.

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.....  
.....

## EMPLOYMENT DETAILS

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards.

### CURRENT/LAST EMPLOYER

Name: .....

Address: .....

Postcode: .....

Contact for reference: .....

Telephone: .....

*Please note that we will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact ALL named referees.*

May we contact your current employer for a reference?                      YES                      NO

Position(s) held: .....

Salary / Wage: .....

Outline of duties/key achievements: .....

.....

.....

.....

Reason for leaving: .....

.....

Notice period: .....

Does your current contract of employment contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left?

YES                      NO

*If YES please supply a copy of your contract of employment*

### PREVIOUS EMPLOYER (1)

Name: .....

Address: .....

Postcode: .....

Contact for reference: .....

Telephone: .....

May we contact for a reference:                      YES                      NO

Position(s) held: .....

Salary/Wage: .....

Outline of duties/key achievements: .....

.....

.....

Reason for leaving: .....

.....

**PREVIOUS EMPLOYER (2)**

Name: .....

Address: .....

Postcode: .....

Contact for reference: .....

Telephone: .....

May we contact for a reference:

YES NO

Position(s) held: .....

Salary / Wage: .....

Outline of duties/key achievements: .....

.....  
.....

Reason for leaving: .....

.....

*Please continue on a separate sheet of paper if necessary*

**RIGHT TO WORK IN UK**

Are you legally entitled to work in the UK?

YES NO

*We will require evidence of this prior to commencing employment*

**CRIMINAL RECORD**

Have you ever been convicted of a criminal offence?

YES NO

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details: .....

.....

**INTERESTS, HOBBIES AND SPORTS**

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

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**HEALTH**

Do you require any reasonable adjustments for the interview and selection process?

YES NO

If YES, please give details: .....

.....

## **DATA PROTECTION**

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed:..... Date:.....

## **UNDERTAKING**

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed:..... Date:.....

**Note: We are an equal opportunities employer and will not tolerate discrimination in any form.**