



Teignmouth Town Council Application for Employment

| | |
|--------------|--|
| Post Title | |
| Closing Date | |

(Part A)

| | | |
|----------------------------|---------------------------------|----------------|
| Surname: | | Title: |
| Forename(s): | | Date of Birth: |
| Address: | Home telephone: | |
| | Mobile telephone: | |
| | Work telephone: (if convenient) | |
| Postcode: | | |
| E-mail address: | | |
| National insurance number: | | |

Job Share

If this post is open to job share, do you wish to apply for this post in a job share capacity?

Yes

No

Please state where you saw the advertisement for this post.

Do you consider yourself to be a person with a disability?

This may include physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Long-term means that it has lasted, or is likely to last, for over a year.

Applicants with disabilities will be invited for interview if they meet the essential criteria on the person specification.

Yes

No

Prefer not to say

If you have answered yes, please detail your disability below and note any specific requirements to assist you with an interview and we will try to make the necessary arrangements.

Disability:
Requirements:

Important Information

Criminal Convictions

If, after reading the guidance notes, you have any spent or unspent convictions to declare, please either declare them here, or if you prefer, send details by post marked 'for the attention of the Town Clerk – only to be opened by the addressee – confidential' stating the post title and post reference number.

Data Protection Statement

The Council is committed to confidentiality and complies with the Data Protection Act 1998. All information will be handled and stored sensitively and used only for its intended purpose.

Declaration

Please state in writing whether, to the best of your belief, you are the parent, grandparent, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece or friend of an existing Councillor or Officer of the Council; or of a partner of such persons.

Name:

Relationship:

I have read the guidance notes including the information regarding Criminal Convictions and I declare that the information I have given is true in all respects. I understand that false information may render me liable for dismissal if I am appointed.

I agree to the above statement and will sign and date a copy of this application as a true record if I am invited for an interview

Signature:

Date:

(Part B + C) Education

| Secondary Education | | | | |
|---|----------------|---------|------|-------|
| N.B appointment will only be confirmed subject to receipt of official certificates in support of below (please use continuation sheets if required) | | | | |
| School attended | Qualifications | Subject | Date | Grade |
| | | | | |

| Further and Higher Education | | | | |
|---|----------------|---------|------|-------|
| Please include YT, apprenticeships etc. | | | | |
| School, College or University attended | Qualifications | Subject | Date | Grade |
| | | | | |

| Technical or Professional Membership/Qualification: | | | | |
|--|---------------------|------------------|---------------------|-----------------------------|
| Institute | Grade of Membership | Year of Election | Registration Number | Expiry Date (if applicable) |
| | | | | |

Employment Details

| Present / Most Recent Post | | | | |
|---|---------------------|--------------------------------------|--|--------------------------|
| * if currently unemployed, please give your most recent post with date of finish and reasons for this | | | | |
| Job title: | | | | |
| Name and Address of Employer | Employer's Business | Date From To | | Grade and present salary |
| | | | | |
| Give a brief outline of your duties and responsibilities: | | | | |
| Do you have any additional employment which you intend to continue if appointed to this post? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please detail the nature of the work and the hours | | | | |
| Do you hold a current driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have access to a car? <input type="checkbox"/> Yes <input type="checkbox"/> No Please indicate any points accrued: | | | | |
| Period of notice required or termination date: | | | | |

Reason for seeking new employment:

Full Employment History

Please provide **full** details of all previous posts you have held, including those with Stanley Town Council (if applicable) starting with the most recent first.

You will also need to include any dates (if applicable) when you have not been in employment. Please use continuation sheets if required.

| Name and Address of Employer | Appointment held / Grade / Salary | Dates (dd/mm/yy) | | Reason for leaving |
|------------------------------|-----------------------------------|------------------|----|--------------------|
| | | From | To | |
| | | | | |
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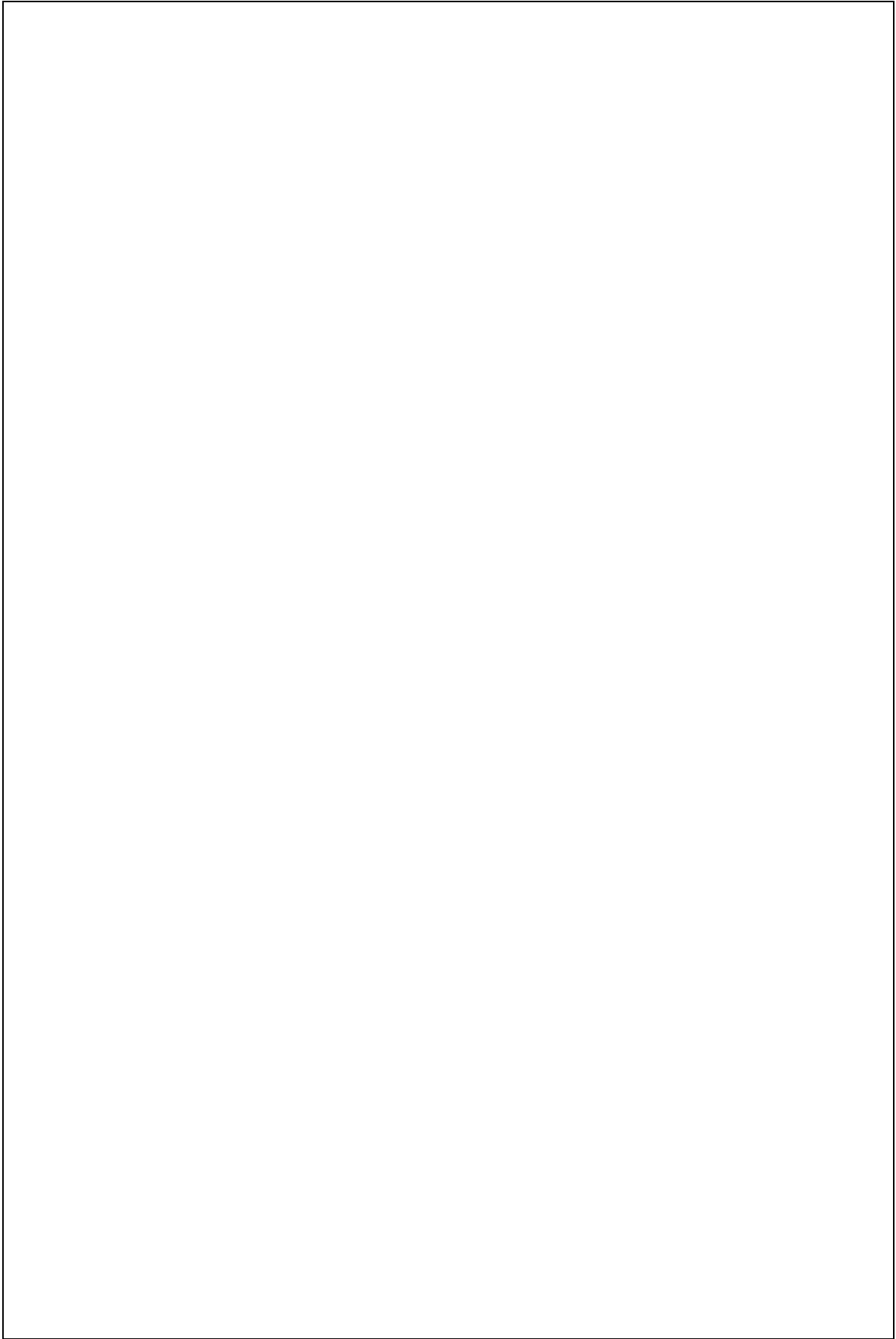
Referees

Please give the name, job title, relationship to referee and address of TWO people, who must know you well to whom a reference may be made.
 Referee 1 should be your present (or most recent) employer, or if you are a recent school leaver, should be a Head Teacher of your last school.
 Next of kin or immediate relatives should not be names as referees.
Please note that for positions in contact with children and vulnerable adults, the Council has the right to seek references from any or all previous employers and line managers prior to interview.

| Referee 1 | Referee 2 |
|--|---|
| Name: | Name: |
| Job Title: | Job Title: |
| Relationship to referee: | Relationship to referee: |
| Address: | Address: |
| Post Code: | Post Code: |
| Telephone no: | Telephone no: |
| E-mail: | E-mail: |
| Can this reference be requested prior to interview? | Can this reference be requested prior to interview? |
| N.B. Appointment will only be confirmed subject to satisfactory references. | |

Person Specification

Please use this section to demonstrate that you have the essential and where possible desirable experience, skills and knowledge as stated on the person specification of the post for which you are applying.
 Candidates who do not evidence that they meet the essential qualifications and experience listed on the person specification will not be shortlisted.
 Please use continuation sheets if required.



Additional Information

In this space provided can you detail any other additional skills information (not already detailed in section D) which is considered relevant to the post.

This may include any particular skill and qualities, which will help us assess your suitability for this post.

Please use continuation sheets if required.