



FLITWICK TOWN COUNCIL

Application for Employment

Flitwick Town Council

Flitwick Town Council is an Equal Opportunities employer. The aim of this policy is to ensure that no job applicant or employee will receive less favorable treatment on the grounds of race, colour, nationality, ethnic or national origins, sexuality, disability or marital status. Where the law does not prescribe, every effort will be made to avoid discrimination on the grounds of religion, political belief, social economic background, parental status and age (subject to normal retirement conventions). The Town Council will operate selection and promotion criteria and procedures which are designed to ensure that individuals are selected, promoted, trained and treated on the basis of the job requirements and their relevant aptitudes, skills and abilities. The Town Council is committed to a programme of action to make this policy fully effective.

Some notes about this application form:

1. Part 1 is the main Application Form, which will be used as a basis for shortlisting and selection
2. Part 2 of this form provides the Town Council with certain personal information which is needed for monitoring our equal opportunities policies or for the confidential personnel record of the successful candidate. Some of this information will be held on file and, under the provisions of the Data Protection Act, individuals have the right to check the file information held on them. This information will not be made available to those who will be selecting candidates to attend for interview
3. In completing the application form please bear in mind the following.
 - a) you are required to sign the declaration in Part 1 of the form certifying that all the information you have provided is accurate;
 - b) the Town Council may wish to check any of the details you have provided;
 - c) providing incorrect information or deliberately omitting or concealing any relevant facts will result either in disqualification from the selection process or, where the discovery is made after an appointment, in instant dismissal.
4. If you have insufficient space in any section, please continue on a separate sheet, attaching it firmly to the main part of the form. Please use black ink or typescript so that it can be copied.

FLITWICK TOWN COUNCIL

Part 1

Position applied for

Personal Particulars

Surname

Initials

Education and Training

Give below details of secondary and higher education and of any additional studies undertaken.

School, college, university	Results obtained

PRESENT OR LATEST EMPLOYMENT

Position held

Date Started Date Finished.....

Present Salary Notice Required

Present (or previous) Pension Scheme

Employers Name and Address

.....

.....

Summary of duties, responsibilities etc.

Previous Employment Experience

Give below in chronological order, particulars of previous employment, indicating the type of business, profession, or discipline. (Please use additional sheet if required)

Dates	Employer's Name and Address	Position held, duties & responsibilities etc.

OTHER RELEVANT DETAILS

Please use this space to give any other relevant details, e.g. research, skills, previous experience etc.

REHABILITATION OF OFFENDERS ACT 1974

Do you have any convictions not spent under
The Rehabilitation of Offenders Act 1974 Yes No

If yes, please give full details

.....

HEALTH

If you have suffered any serious illness or injury, please give brief details, and if so how many days sick did this cause you in the last 2 years?

.....

.....

.....

The successful applicant will be required to complete a medical questionnaire and may require to undertake a medical examination. Confirmation of appointment will be dependant upon evidence of satisfactory health.

RELATIONSHIP TO COUNCILLOR/OFFICER

Are you related to, or know personally, any Councillor or member of staff of this Council?

YES/NO IF SO WHO?

(If you do not answer this question honestly to the best of your knowledge or if you ask a Councillor or an Officer to use their influence to help you get this job you will be disqualified.)

References

Please give the names, addresses and status of three referees who can give an opinion on your academic and/or professional experience. One referee should cover the previous two years of your employment.

Note:

References will normally be taken up when an applicant is being considered for interview, unless he/she has specifically requested otherwise.

1

2

3

I certify that the information contained in this form is correct to the best of my knowledge. I understand that any wilful mis-statement renders me liable to disqualification or instant dismissal if engaged.

Signed

Date

For Office Use Only

Interviewed by:

Date:

Recommendation:

Part 2

Flitwick Town Council

Confidential and Personal details

Information provided in this section will be confidential to the Personnel Office. It will be used only for the purposes of statistical monitoring and for compiling the personnel record of the successful applicant.

Post applied for

Where did you see this post advertised?

Surname Name and Title

Other Names

Date of Birth

Address

.....

Postcode **Tel. (Home)**

Tel. (Daytime)

Tel. (Mobile)

Email

Next of Kin or person to contact in case of emergency

Name **Tel. (Home)**

Address **Tel. (Work)**

..... **Tel. (Mobile)**

Your sex (please tick) Male Female

N.I NO:.....

Ethnic Origin:

I would describe my cultural and ethnic origins as:- (please tick appropriate category)

- | | | | | | |
|-----------------|--------------------------|-------------|--------------------------|-------------|--------------------------|
| White | <input type="checkbox"/> | Black other | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | Indian | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> | Asian other | <input type="checkbox"/> |

Other (please specify).....

Please indicate your nationality

Do you consider yourself to have a disability? Yes/No

If yes, please state the nature of your disability

If you are short listed for interview, would you have any special requirements such as timing, wheelchair access or the presence of an interpreter /signer?

Please specify

Do you need a Work Permit for employment in this country? Yes/No

Thank you for your co-operation