Arundel Town Council

Employment - Application of Interest Form

Completing your application

Please answer ALL the questions using black ink. Curriculum Vitae's will not be accepted in place of a full completed application form. If necessary, please continue on separate sheets and attach these to the back of the completed application. Ensure you leave enough time to submit your application as any applications received after the closing date may not be considered.
Please return all completed applications to: townclerk@arundeltowncouncil.gov.uk

Job applied for:

Where did you hear about the position?

Personal information

Surname:	Forename:
Previous Surname:	Title (*e.g. Ms, Miss, Mrs, Mr, Dr)*

Home Address:	Work telephone number: (can we contact you at work?)

Home telephone number:	Email:
Mobile telephone number	National Insurance number**:**

Do you have a clean, current driving licence	

Are you a car owner?	

Education and Training details
Please provide details of any examinations taken, as well as training courses attended. Please include qualifications awarded (where applicable) and any membership of appropriate professional bodies. *Evidence of qualifications may be required before employment is offered.*

Subject / Professional Membership	Qualification / training / membership registration No	Grade	Date	Name & Address of school / college / organisation

Employment history

Please provide details of your employment history, including voluntary and unpaid work, as well as any periods of unemployment. Please ensure all details are correct.

Current employment

*(*Organisation/ company & address	Position held plus brief description of duties/ skills developed	Date of appointment	Current salary	What is your notice period? Why do you wish to leave?

Previous employment

Organisation/ company & address	Position held plus brief description of duties/ skills developed	Date from *(month/year)*	Date to *(month/year)*	Why did you leave?

Computer Skills

Please give details of computer software packages used and tick appropriate level.

Software name (e.g. MS Word, Excel, Sage, PeopleSoft)	Basic	Intermediate	Advanced

Additional information

Please say why you are applying for this position and tell us why you believe you would be suitable. You may find it useful to refer to the job advert and any other information that you have been given at this stage, which will tell you what skills, abilities, knowledge and experience we are seeking. Please include in this any management, organisational, financial skills, etc. that you may have gained from voluntary work, unpaid work, community activities or through domestic/family experiences.

Candidate references
Offers of employment are subject to verification and receipt of satisfactory references. Please provide the names, telephone numbers and addresses of **employers or educational establishments**. **References from friends or relatives are not acceptable**. Please note that your employment with Arundel Town Council is subject to satisfactory references and that failure to complete this section may affect the progression of your application.

Current/most recent employer/educational reference

Name & Address:
Telephone number:
Email Address:
Position Held:
Your connection with the referee (manager, colleague etc)

Employer/educational reference 2

Name & Address:
Telephone number:
Email Address:
Position Held:
Your connection with the referee (manager, colleague etc)

Asylum and immigration act
Under section 8 of the Asylum and Immigration Act 1996 (as amended), it is an offence to employ an individual who has no right to work in the UK or has no right to do the work we are offering. Therefore, should you be invited to attend an interview you will be required to provide original documentation that proves your eligibility to be employed in the UK.

Do you have evidence of your entitlement to work in the UK (e.g. a current UK/EEC Passport/National Identity Card or appropriate Home Office documentation etc.)?

Do you require a work permit?

Thank you for taking the time to complete this form.
Declaration, consent and verification

The information I provide in this form is correct to the best of my knowledge and belief.

I understand that Arundel Town Council will conduct checks to verify the information provided and other such verifications as needs to be carried out to confirm my suitability for the position I have applied for.

By submitting this application I acknowledge and agree that if such investigation reveals information that makes me ineligible for employment with the company, or that I have provided false information or withheld information, it may result in any offer of employment being withdrawn or my immediate dismissal from employment.

I consent to the company processing my personal data, as well as my sensitive personal data, given here (and on the Equal Opportunities Monitoring Form for the purposes of Equal Opportunities Monitoring) for purpose of my employment, for administrative and for the purpose of complying with applicable laws, regulations and procedures.

Signature: **Name:** **Date:**

Equal opportunities monitoring form

This form does not form part of the selection process and will be detached on receipt of the application and held confidentially.

We are committed to the operation of employment procedures and conditions that provide for equal opportunities. Our policy aims to ensure that unfair discrimination does not take place at any stage in recruitment and employment. In order to help us monitor the effectiveness of this policy, we would appreciate it if you could provide the information requested below. Any information provided will be confidential and stored and used in accordance with the Data Protection Act 1998 for the purposes of equal opportunities monitoring only. There is no legal requirement to keep information on how staff groups are made up (gender, religion or belief, ethnic groups, age and those with disabilities). Such monitoring is considered good practice. The information will help us to make sure our Equal Opportunities Policy is working to the benefit of all our staff. The information provided may help us understand our employees' needs. A detailed knowledge of the composition of our workforce will help us to assess the need to change existing or provide additional practices having regard to different dietary and dress requirements and being aware of particular disabilities.

We must stress that this information is strictly confidential and will not be seen or used by anyone making selection decisions or taken into account during any subsequent employment.

We appreciate that some people may find some of the questions extremely personal and we must, therefore, make it clear that you are under no obligation to answer questions that you do not wish to answer. If you do not wish to answer such questions, this will not affect your application in any way. However, we do ask that, in any event, you return the form to us to ensure that we can fulfil our equal opportunities monitoring requirements.

Nationality

What is your nationality? Please state:

Ethnic origin

What is your ethnic group? Choose one selection, and then tick the appropriate box to indicate your ethnic background.

White

British or Mixed British	English	Northern Irish
Scottish	Welsh	*Any other White background, please state:*

Asian or Asian British

Pakistani	Indian	*Any other Asian background. Please state:*

Black or Black British

African	Caribbean	*Any other Black background. Please state:*

Mixed

White and black Caribbean	*White and Asian*	*White and Black African*

Any other Mixed background. Please state:

Gender

What is your gender? *Please tick appropriate box.*

Female	Male

Disability

The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment, which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

Do you consider that you have a condition (medical or otherwise) which would be likely to have an effect on your ability to carry out your employment? *Please tick the appropriate box.*

Yes *Registration Number (if any)*	No

If YES, please describe below what, if any, reasonable adjustments you would need to enable you to compete effectively at a recruitment event, e.g. visual aids, appropriate interview times, etc. or in subsequent employment.

If YES, is there anything we need to know to assist you with mobility should we need to evacuate the building for health and safety purposes, fire drills, bomb warnings, etc.?

Date of birth

What is your date of birth?

Religion or belief

To which religion/belief group do you belong? *Please tick the appropriate box.*

Bahai	Buddhism	Christian
Hinduism	Islam (Muslim)	Jainism
Judaism	Rastafarianism	Sikhism
Zoroastrian (Parsi)	Not specified	Other

How did you hear about this job

Please indicate where you first heard about the vacancy for which you are applying by ticking the appropriate box and completing any additional information requested.

Data Protection Act

Information provided by you on the Equal Opportunities Monitoring Form will be kept for the purposes of monitoring. Once the recruitment process is complete, the data will be stored for a maximum of twelve months and then destroyed.

Thank you for taking the time to complete this form.