

APPLICATION FORM

Private and Confidential

Please complete all sections in full, in **black** ink or typescript

Post applied for:	
Post reference:	

Personal information

Full Name:			
Address:			
Telephone Number (home or mobile):			
E-mail address (optional):			
Do you have a current right to work in the UK? (please tick the appropriate box)	YES	<input type="checkbox"/>	No

Employment

Present or most recent employment: (please indicate whether or not you are still in employed)		
Name and address of employer	Position held (from and to)	Summary of duties
Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed)		
Name and address of employer	Position(s) held	Summary of duties

Please note here details of any other employment that you would continue with if you were to be successful in obtaining this role

Education

School/college/university/further education	Subjects studies	Results/grades

Professional qualifications held:

Other qualifications, training relevant or voluntary work you have undertaken which may be relevant to this post:

Please use this space overleaf to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. **You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.**

References

Please give details of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.	
Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Email address:	Email address:
Capacity:	Capacity:
May references be taken up prior to interview (please indicate)? YES NO	
When would you be available to take up appointment?	

General

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974.

Are you related to a current Councillor of Cottingham Parish Council?

Data Protection

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

If you are not successful, the information will be held for six months and then destroyed.

Please check that all sections of this application form have been completed.

Declaration:

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signed: Date:

Please return this form to clerk@cottinghamcouncil.org or Cottingham Parish Council, 9 The Cottages, Market Green, Cottingham

Interviews will be held on Friday 15th July, if you have not been invited to interview by that date, you may assume that your application has been unsuccessful.

FOR OFFICE USE ONLY:

Received	<input type="text"/>		
Interview	<input type="text"/>	Decision	<input type="text"/>