



APPLICATION FORM

CONFIDENTIAL

APPLICATION FOR THE POST OF:

PERSONAL DETAILS

Title Forename/s Surname

Address

Postcode

Telephone – Home

Work

National Insurance Number

PRESENT OR MOST RECENT EMPLOYER

Employer's Name and address

Postcode

Tel Number

Job Title

Date Appointed

Range/Grade and Salary

Notice Required

State number of days absent through illness/injury in the last two years

Brief details of duties/responsibilities

Reasons for leaving (if applicable)

PREVIOUS EMPLOYMENT

Start with the most recent

Name & Address of
Employer

Date
(From-To)

Job Title

Brief details of duties/responsibilities
and reasons for leaving

EDUCATIONAL QUALIFICATIONS

Please give details of relevant qualifications with examination dates and results. Please include membership of relevant professional institutions – indicating whether obtained by examination.

From	To	Examinations Taken	Qualifications Obtained

COURSES ATTENDED

Please give details of relevant training course attended

Date

Training Undertaken

SUPPORTING STATEMENT

Please explain why you are applying for this post, describing how any experience, skills and knowledge you have may be relevant to your application, including any voluntary work and interests.

REFERENCES

The first referee must be your present or most recent employer (if applicable). It is sometimes our practice to seek references prior to formal interview. If you would prefer references not to be obtained prior to interview, please tick box . If you are known to either of your referees by another name please give details.

FIRST REFEREE

Name	Position
Address	Tel Number
Postcode	

SECOND REFEREE

Name	Position
Address	Tel Number
Postcode	

CRIMINAL CONVICTIONS

In applying for this post with St Neots Town Council you are required to disclose any convictions/cautions/bind-overs or similar that you have received, including any prosecutions that are pending against you. If you have ever been convicted of an offence, received a formal caution by the police, received a bind – over set by a court or have any prosecutions pending against you please tick box
(You do not need to include any that are 'spent' under the Rehabilitation of Offenders Act 1974)

OTHER INFORMATION

Do you hold a current driving licence which allows you to drive in the UK? Yes No

Do you have regular use of a vehicle? Yes No

Are you a relative or partner of any Town Councillor or Senior Officer of this authority? Yes No

- if yes, please state name of person and relationship

NOTES

- i) Information about disability is requested to enable reasonable adjustments to be made so that you can participate fully in the recruitment process. No prejudgement will be made about the potential effects of any disability without discussing it with the individual concerned.
- ii) If you are successful at interview, by virtue of the Asylum and Immigration Act 1996 you will be required to produce documentation to confirm that you are entitled to work in the United Kingdom.
- iii) Canvassing of Town Councillors or Senior Officers of the Council by or on behalf of any applicant whether directly or indirectly is forbidden.
- iv) Failure to disclose a family relationship to any Town Councillor or Senior Officer may disqualify the applicant.
- v) Any personal data entered on this form may be held on computer records.

RETURNING YOUR APPLICATION FORM

Thank you for taking the time to complete this form. Please return to:

The Town Clerk

St Neots Town Council, Council Offices, The Priory, St Neots Cambs PE19 2BH

Tel 01480 388911

Fax 01480 388915

Email mail@stneots-tc.gov.uk

Website www.stneots-tc.gov.uk

DECLARATION

I certify that to the best of my knowledge the information provided is factually correct. I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the Town Council.

Signature of applicant

Date



EQUAL OPPORTUNITIES – RECRUITMENT MONITORING FORM

St Neots Town Council operates an Equal Opportunities Policy and is committed to appointing the best candidate, regardless of any factor other than the ability to do the job. The codes of Practice published by the Equal Opportunities Commission and the Commission for Racial Equality advise employers to monitor the outcome of selection decisions to ensure that unfair discrimination does not occur on any of these grounds within our recruitment and selection process.

For this reason you are asked to complete the form. Additional information is given on the reverse of this form to help you. The information you give is confidential and is used for monitoring purposes only.

Post applied for:

Post reference number:

Surname of applicant:

Initials:

Date of birth:

Where did you see the post advertised?

Gender

Male Female

Marital Status

Married Single (or equivalent)

Age

Under 20 20 - 29
30 - 39 40 – 49
50+

Disability

Do you consider that you have a disability? Yes No

- If yes, please state briefly the nature of your disability
- If yes please also give details of any special arrangements you may need us to make if you are shortlisted for interview.

How would you describe your ethnic origin?

A White

01 White-British
02 White-Irish
03 Other (please specify)

D Chinese

11 Chinese

B Black or Black British

04 African
05 Caribbean
06 Other (please specify)

E Mixed

12 Mixed
(Whether White & Black,
White & Black African, White &
Asian or any mixed background)

C Asian or Asian British

F Other
07 Indian
08 Pakistan
09 Bangladesh
10 Other (please specify)

13 Other (please specify)

RECRUITMENT MONITORING INFORMATION

Monitoring of Ethnic Origin

We are monitoring these groups in relation to the Council's Equal Opportunities Policy and the Race Relations Act 1976 together with guidance from the Commission for Racial Equality to ensure that discrimination does not occur on any of these grounds within our recruitment and selection process.

An explanation of these categories is given below and you are asked to define your ancestral origin, not your nationality or place of birth.

WHITE	British Irish Other	-people of British ancestral origin -people of Irish ancestral origin -people who identify themselves as White but do not fall into the above categories
BLACK	African Caribbean Other	-people of African ancestral origin -people of Caribbean ancestral origin -people who identify themselves as Black but do not fall into the above categories
ASIAN	Indian Pakistani Bangladeshi Other	-people of Indian ancestral origin -people of Pakistani ancestral origin -people of Bangladeshi ancestral origin -people who identify themselves as Asian but do not fall into the above categories
CHINESE		-people of Chinese ancestral origin
MIXED		-people of mixed ancestral origin
OTHER		-people of ancestral origins, countries or ethnic communities other than those mentioned above

Monitoring of Gender and Marriage

We are monitoring these groups in relation to the Council's Equal Opportunity Policy and the Sex Discrimination Acts 1975 and 1986 and guidance from the Equal Opportunities Commission to ensure that discrimination does not occur on any of these grounds within our recruitment and selection process.

Monitoring of People with Disabilities

We are monitoring these groups in relation to the Council's Equal Opportunity Policy and the Disability Discrimination Act 1995 to ensure that discrimination does not occur on any of these grounds within our recruitment and selection process.

Although there is no longer a requirement for people with a disability to register as disabled, this information will ensure that the council meets its obligations to all disabled people under the Disability Discrimination Act 1995. The Act defines a disabled person as anyone who has or has had a physical or mental impairment which has a substantial and long-term effect on his/her ability to carry out normal day-to-day activities. Long term is defined as an impairment which has lasted or is last at least 12 months after the first occurrence.

Monitoring of Age

Although no legislation exists to prevent age discrimination, the Council recognises that age can be used to discriminate. Therefore we are committed to monitoring the age of applicants and appointees to ensure age discrimination does not occur within our recruitment and selection process.