Job Application Form

| Post Applied for | Closing Date | Interview Date |
| --- | --- | --- |
|  |  |  |

Please complete this form fully in black ink or type. CVs are only accepted when submitted with a completed application. Applications received after the closing date will not normally be considered.

The information you provide in this form will be treated in confidence.

# Personal details

|  |  |
| --- | --- |
| Surname |  |
| First Name(s) |  |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
| Postcode |  |
| Preferred phone contact |  |
| Email |  |

Do you hold a full clean driving licence Yes [ ]  No [ ]

Do you need a work permit to work in the UK? Yes [ ]  No [ ]

**Please note: If you are successful, you will be required to provide relevant evidence of your qualifications, training and right to take work in the UK prior to your appointment**.

Do you have any unspent criminal or driving convictions? Yes [ ]  No [ ]

If so please state relevant information below.

# Current or Most Recent employment

|  |  |
| --- | --- |
| Name of Employer |  |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
| Postcode |  |
| Post Title |  |
| Department |  |
| Dates of Employment |  |
| Period of notice required |  |
| Reasons for leaving |  |

## Description of Duties

# Previous Employment (Please continue on a separate sheet or attach your CV for additional information.)

|  |  |
| --- | --- |
| **Name of Employer** |  |
| Address  |  |
| Post Title |  |
| Dates of Employment  |  |
| Reasons for leaving |  |
| Summary of Duties |  |
| Name of Employer |  |
| Address  |  |
| **Name of Employer** |  |
| Address  |  |
| Post Title |  |
| Dates of Employment  |  |
| Reasons for leaving |  |
| Summary of Duties |  |
| Name of Employer |  |
| Address  |  |

# Education and Training

## Schools, colleges, and universities attended. Please list highest qualification first

| Name of School or College | Course | Qualifications and Grades |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

Please continue on a separate sheet or attach your CV for additional information.

## Professional, Vocational or Technical Qualifications

| Professional/Technical Qualifications | Course Details |
| --- | --- |
|  |  |
|  |  |
|  |  |

Please continue on a separate sheet or attach your CV for additional information.

Please list Membership of any Professional/Technical Associations with the level of membership.

## Training and Development

Please give details of any non-qualification training and development you have undertaken in the past five years.

## Professional, Vocational or Technical Qualifications

| Title of Training Programme or Course | Duration of Course |
| --- | --- |
|  |  |
|  |  |

Please continue on a separate sheet or attach your CV for additional information.

# Information in Support of your Application

Please use this section to explain in detail how you meet the criteria of the Person Specification and Job Description. (Please continue on a separate sheet if required.)

# References

Please give details of two people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission if you are the successful candidate.

|  |  |
| --- | --- |
| Name |  |
| Organisation  |  |
| Address inc. Post Code |  |
| Post Title |  |
| Work Relationship |  |
| Telephone |  |
| Email |  |

Do you give permission to obtain a reference from this referee? Yes [ ]  No[ ]

|  |  |
| --- | --- |
| Name |  |
| Organisation  |  |
| Address inc. Post Code |  |
| Post Title |  |
| Work Relationship |  |
| Telephone |  |
| Email |  |

Do you give permission to obtain a reference from this referee? Yes [ ]  No[ ]

# Interview Arrangements and Availability

Are there any dates when you will not be available for interview in the next six weeks?

When would you be able to start working for us?

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with the recruitment process.

# Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and that providing deliberately false information could result in my dismissal.

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

# Return your completed application to:

## By post

The Clerk to the Council

Gainsborough Town Council

Richmond House, Richmond Park

Morton Terrace,

Gainsborough

Lincolnshire

DN21 2RJ

Please mark your envelope “Private and Confidential”

## By email:

townclerk@gainsborough-tc.gov.uk

# Diversity Monitoring Form

Gainsborough Town Council strives to being an Equal Opportunities Employer. The information you provide will support us to ensure that our recruitment processes are fair to all and allow us to attract diverse and talented candidates. You can select "prefer not to say" if you would rather not answer any question.

The information you provide in this section will:

* **not** be used as part of the selection process.
* **be separated** from the main body of your application on receipt.
* **only** be used for monitoring and statistical purposes. No information will be published which allows any individual to be identified.

## What is your gender?

Male [ ]

Female [ ]

I prefer not to say [ ]

I self-identify as:

## Disability

Do you have any physical or mental health conditions or illnesses lasting or expected to last 12 months or more?

Yes [ ]

No [ ]

I prefer not to say [ ]

If you have answered yes to the question above, does your condition or illness/do any of your conditions or illnesses reduce your ability to carry out day-to-day activities?

Yes, a lot [ ]

Yes, a little [ ]

No [ ]

## Ethnicity

Please choose one of the following options that most accurately describes your ethnic group or background.

### White

English/Welsh/Scottish/Northern Irish/British [ ]

Irish [ ]

Gypsy or Irish Traveller [ ]

Any other White background, please describe:

### Mixed/multiple ethnic groups

White and Black Caribbean [ ]

White and Black African [ ]

White and Asian [ ]

Any other Mixed/Multiple ethnic background, please describe:

### Asian / Asian British

Indian [ ]

Pakistani [ ]

Bangladeshi [ ]

Chinese [ ]

Any other Asian background, please describe:

### Black African/Caribbean/Black British

African [ ]

Caribbean [ ]

Any other Black/African/Caribbean background, please describe:

### Other ethnic group

Any other ethnic group, please describe:

I prefer not to say [ ]

## Age

What was your age group at your last birthday?

Under 18 [ ]

18 to 25 [ ]

35 to 54 [ ]

45 to 54 [ ]

55 to 64 [ ]

65 or older [ ]

I prefer not to say [ ]

## Sexual Orientation

Bisexual [ ]

Gay or lesbian [ ]

Heterosexual [ ]

Other, please describe

I prefer not to say [ ]

## Religion or belief

Buddhist [ ]

Christian [ ]

Hindu [ ]

Jewish [ ]

Muslim [ ]

Sikh [ ]

Other, please describe

No religion or atheist [ ]

I prefer not to say [ ]