



Application for Employment

We are committed to equal opportunities in employment and service delivery, and are only interested in your ability to do the job.

Please complete in clearly written or typed black ink, continuing on separate sheets where necessary.

Post applied for: _____ Job reference: _____

1 PERSONAL DETAILS

First name/s: _____ Last name: _____

Address: _____ Contact telephone numbers: _____

_____ Daytime: _____

_____ Evening: _____

_____ Mobile: _____

Postcode: _____ Email address: _____

2 EMPLOYMENT HISTORY - Present or most recent employment

Name of employer: _____

Job Title: _____ Salary: _____

Dates from / to: _____

Period of notice / date available to start: _____

Key responsibilities: _____

Reason for seeking new position /leaving: _____

NB. If you are currently employed by more than one employer please provide the same information for each job, if necessary on a separate sheet.



3 PREVIOUS EMPLOYMENT

Please start with the most recent including any unpaid or voluntary work. Continue on separate sheet if necessary.

Job title and brief outline of duties	Name and address of employer	Dates From – to (month & year)	Reason for leaving

Please give details and an explanation for any gaps in your employment history: _____

4 EDUCATION, TRAINING AND DEVELOPMENT

Secondary school / college / university / apprenticeship including current studies, with the most recent first.

Name of institution	Full/part-time	Courses/subjects taken	Qualifications/grade

NB. We reserve the right to contact employers or educational establishments to verify details given.



Details of any relevant learning and development. Please include dates.
 (e.g. short courses, first aid, computer skills, work-based NVQ etc., and any current courses)

Professional / Technical membership

Name of professional / technical body	

5 SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, **show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible.** Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Please continue on a separate sheet if necessary.



6 ADDITIONAL INFORMATION

We are committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act 2010 defines a person as having a disability if he or she has, "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities".

Do you have a disability? Yes No

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

Do you, your partner or family have any interests (financial, professional or otherwise) that may conflict with your Ivybridge Town Council employment? (if yes, attach details) Yes No

Are you related to an elected Member of the Council? Yes No

If yes, give name and relationship: _____

Note: Soliciting support or information to give an unfair advantage may disqualify your application.

Have you ever been convicted of a criminal offence (subject to the Rehabilitation of Offenders Act 1974)? Yes No
If yes, please give details:

7 REFERENCES

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full-time education, one referee should be from your school, college or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references this will be detailed in the application pack.

References may be taken up before an interview or offer of employment, unless you request otherwise.

Name: _____

Name: _____

Address: _____

Address: _____

Tel No: _____

Tel No: _____

Email: _____

Email: _____

Occupation / relationship: _____

Occupation / relationship: _____

How long have they know you? _____

How long have they known you?: _____

I agree to this reference being taken up before an interview or offer of employment being made: Yes No

I agree to this reference being taken up before an interview or offer of employment being made: Yes No

I declare that the information given in this application is, to the best of my knowledge, complete and accurate I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Signature: _____

Date: _____

Where did you see the advertisement for this post? _____

Thank you for you application. Please return this form as indicated in the advertisement or otherwise instructed.

DATA PROTECTION ACT. INFORMATION FROM THIS APPLICATION MAY BE PROCESSED FOR ANY PURPOSES REGISTERED BY THE TOWN COUNCIL UNDER DATA PROTECTION LEGISLATION. INDIVIDUALS HAVE THE RIGHT OF ACCESS TO PERSONAL DATA HELD ABOUT THEM BY THE TOWN COUNCIL. THIS INFORMATION WILL BE DISCLOSED ONLY TO THOSE PERSONS AUTHORISED TO SEE IT, WILL BE USED FOR THE SELECTION PROCESS AND, FOR SUCCESSFUL CANDIDATES WILL BE RETAINED ON THEIR PERSONNEL FILE, USED FOR PAYROLL AND ADMINISTRATIVE PURPOSES AND MAY BE DISCLOSED TO GOVERNMENT DEPARTMENTS WHERE THERE IS A LEGAL OBLIGATION TO DO SO. INFORMATION HELD ABOUT UNSUCCESSFUL CANDIDATES WILL BE DESTROYED AFTER 6 MONTHS.



GUIDANCE FOR APPLICANTS

The application form is the first step in the recruitment process which may lead to an interview and a possible job offer. It is therefore essential to complete it to the best of your ability, as it forms the first impression of your application. The guidance below may be of help in completing your application form.

1. Read the instructions on the application form carefully before completing it.
2. It is important that you complete ALL sections of the application form which are relevant to you as clearly and fully as possible. Applicants who conceal or misrepresent relevant information at any stage will be disqualified from appointment or, if appointed, may be dismissed without notice.
3. If you are submitting your application by post please type or write your application clearly in black ink so it can be photocopied for the selection panel. If there is insufficient space, please use blank A4 sheets as continuation sheets. Make sure that you mark them clearly with your name, the job title and reference number.
4. If you are handwriting your application, please ensure it is completed legibly.
5. Take time to complete your application form as this will be the main information used to decide whether you will be selected for further consideration.
6. The Person Specification gives details of the experience, skills and abilities needed to carry out the duties. Every application will be compared against the person specification. When completing your application remember you must show clearly how your knowledge, skills and experience are relevant to the requirements of the post.
7. The supporting statement is one of the most important parts of the form. You should cross reference your skills against the criteria listed on the Person Specification. Each skill should be supported by evidence highlighting when you have demonstrated this skill. This can include interests outside of work. The short-listing process will focus on this area.
8. The Job Description will provide details of the purpose of the job, the level of responsibility, and the duties to be performed. This is an opportunity for you to see if the job is really the one for you.
9. Application forms are used to ensure that the information is presented in a standard format and that only information relevant to the selection procedure is provided. This ensures applicants are treated fairly and equally. If you choose to submit a curriculum vitae (CV) this must be as an addition to but not instead of submitting a completed application form.
10. Please note that late applications will not be considered without good reason and certainly not once short-listing has commenced.