



CALNE TOWN COUNCIL

APPLICATION FOR THE POST OF
TOWN HALL CARETAKER

Calne Town Council is an equal opportunities employer and your application will be judged solely on merit. It is important that you complete this form accurately and thoroughly to provide yourself with the best chance of obtaining an interview. Please read all the documents in the Recruitment Pack before completing this form. If you require any assistance please contact the Information Office on 01249 814000. Please complete in full in black ink or type.

PERSONAL DETAILS

Surname: _____ Mr/Mrs/Miss/Ms/Other: _____

Forenames(s): _____

Address: _____

_____ Postcode: _____

Contact Details:

Home Number: _____ Mobile Number: _____

Business: _____ OR **DO NOT CONTACT AT WORK**

E-Mail _____

Do you have a car at your disposal? YES/NO

Do you possess a current clean driving licence? YES/NO

PRESENT OR MOST RECENT EMPLOYMENT

Employer: _____

Job Title: _____

Date Commenced: _____ Notice Period: _____

Grade and/or wage/salary: _____

Reason for wishing to leave: _____

Please list below key duties and responsibilities of present or most recent job:

ALL PREVIOUS EMPLOYMENT

Name and Full Address of Employer	Duration of Employment, position held and main responsibilities-giving salary.	Reason for leaving

Please continue on a separate sheet if necessary

Please give details relating to any gaps in your employment history

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EDUCATION & NON VOCATIONAL EXPERIENCE

Secondary Schools, Colleges and/or Universities attended:	Qualifications gained or pending (Please state subject and level)	Grade

NB. You will be asked to provide certificates as evidence of your passes.

Do you have any non-vocational experience/skills which may be relevant to your application e.g. family duties, voluntary work, leisure interests?

YES/NO

If YES please detail below:

MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODIES AND QUALIFICATIONS

Name of Professional Body	Grade of Membership	By Examination YES/NO	Date

ATTENDANCE ON TRAINING COURSES

Course and Duration	Organising Body

ABSENCE FROM WORK

How many **PERIODS** of absence from work have you had in the last two years, other than annual leave/holidays?

How many **DAYS** of absence from work due to sickness have you had in the last two years?

Please give any explanatory comments you feel are relevant:

WHY ARE YOU APPLYING FOR THIS POSITION?

Please use this space to explain why you are applying for this position, referring to the Job Profile and Person Specification. Use a separate piece of paper as necessary.

Please state if you would like Full Time Hours or Job Share.

REFERENCES

Name: _____	Name: _____
Position: _____	Position: _____
Address: _____ _____ _____	Address: _____ _____ _____
Post Code: _____	Post Code: _____
Telephone Number _____	Telephone Number _____
Capacity in which known to you: _____	Capacity in which known to you: _____

Have you any objection to the references being obtained before interview?

YES/NO

DECLARATION

I DECLARE THAT ALL THE FOREGOING DETAILS GIVEN IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF I HAVE KNOWINGLY PROVIDED FALSE DETAILS OR WITHHELD INFORMATION OR CANVASSED A COUNCILLOR OR EMPLOYEE OF THE COUNCIL IN SUPPORT OF MY APPLICATION THEN I MAY BE DISMISSED FROM ANY POST GAINED AS A RESULT.

Signed:..... Date:.....



**CALNE TOWN COUNCIL
APPLICATION FOR EMPLOYMENT
MONITORING FORM
THIS FORM IS NOT PART OF THE SELECTION PROCESS**

The information you provide will be treated in the strictest of confidence and will not be seen by the selection panel.

PERSONAL DETAILS

Surname: _____ Mr/Mrs/Miss/Ms/Other: _____

Forenames(s): _____

Address: _____

Postcode: _____

Contact Details:

Home Number: _____ Mobile Number: _____

Business: _____ OR **DO NOT CONTACT AT WORK**

E-Mail _____

Do you have a car at your disposal? YES/NO

Do you possess a current clean driving licence? YES/NO

PREVENTION OF ILLEGAL WORKING

Do you need a work permit for permanent employment in the UK	YES/NO
If 'Yes' do you have such a work permit	YES/NO

REHABILITATION OF OFFENDERS ACT 1974

Have you been convicted of any criminal offences that have not yet been "Spent"?

YES/NO

If YES, please give details of the conviction(s) and the date (s):

Do you have any particular requirements regarding interview and other selection arrangements?

YES/NO

PERSONAL CONTACT WITH COUNCILLORS OR MEMBERS OF STAFF

If you are related to or have any contact with any Councillor or Employee from this Town Council please give names(s) and relationship (s):

Canvassing of any elected members of the Town Council will disqualify the candidate from appointment

OTHER INTERESTS

If appointed do you have any business and/or financial interests which might conflict with the duties of the post?

YES/NO

If Yes, please give brief details.

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DISABILITY DISCRIMINATION ACT 1995

Disability Discrimination Act (DDA) 1995

The DDA protects people from unlawful discrimination. If you tell us you have a disability, if appointed, we will make reasonable adjustments to your working environment and to your work arrangements and practices, if it is reasonable for us to do so.

Do you consider yourself to have a disability? YES/NO

If YES please describe your disability:

If you are invited to an interview and you believe that we should take reasonable adjustments for you please describe what will be required.

A. At interview:

B: In the work place (if appointed):

DECLARATION

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Signed:..... Date:.....

NOTIFICATION OF VACANCY

How did you find out about this vacancy:

Advertisement Job Centre Other

If Advertisement, in which publication? _____

If other please explain: _____

Privacy Notice:

Here at Calne Town Council we take your privacy seriously and will only use your personal information to administer your application for employment and to provide the information you have requested from us.

What we need:

The application form will ask for information about you, your address, contact details, qualifications and previous employment status.

Why we need it:

To enable the Town Council to find the best candidate for a job vacancy.

What we do with it:

Information will be used for shortlisting applicants and making a decision on the successful applicant. This will include checking references.

How long we keep it:

The successful applicant details will be retained during their employment.
An unsuccessful applicant details will be kept for six months from the date of interview

If you would like us to delete the information we hold:

Please contact Calne Town Council 01249 814000 or email calne@calne.gov.uk

Any questions:

Please contact Calne Town Council 01249 814000 or email calne@calne.gov.uk