



PRIVATE AND CONFIDENTIAL APPLICATION FORM

Post Applied for: _____

Notes:

1. Please complete all sections of the form in ink or typed
2. Additional sheets may be attached where necessary
3. Please return by email to finance@sandwichtowncouncil.gov.uk
4. The closing date for applications is 12 noon on 2nd June 2023

1. PERSONAL DETAILS

Surname

Telephone No. (mobile)

Forename(s).....

Telephone No. (home)

Address

Email Address

.....

.....

Post Code

2. PROFESSIONAL MEMBERSHIP

Organisation	Membership Status

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3. EDUCATION & QUALIFICATIONS

Dates		School/College/University	Qualifications (subject & Level)	Grades achieved
From	To			

4. TRAINING

Please give details of any courses you have completed which you think are relevant to this post

Date	Subject and summary of content	Expiry date (if applicable)

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5. PRESENT/MOST RECENT EMPLOYMENT

Name & address of Employer:

Job Title:

Salary & allowances:

Date started:

Period of notice required:

Main duties:

6. PREVIOUS EMPLOYMENT

Dates		Name & Address of Employer	Job Title	Reason for leaving
From	To			

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6. PREVIOUS EMPLOYMENT (Continued)

Dates		Name & Address of Employer	Job Title	Reason for leaving
From	To			

7. OUTSIDE INTERESTS AND SKILLS

Please give brief details of your interests and/or skills utilised outside of work that you feel would contribute and strengthen your application:

8. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please explain why you are applying for this vacancy and how you meet the Person Specification for this post, in particular the essential criteria, relating to previous experience and training:

9. OTHER INFORMATION

Do you hold a current, full Driving Licence? Y / N

Please give details of any penalty points and/or driving convictions in the last five years.

10. HEALTH & MEDICAL INFORMATION

Approximately how many days of work have you missed in the last 12 months? _____

11. INTERVIEW ARRANGEMENTS

Please advise of any adaptations you may require for the interview on our premises:

12. REFERENCES - Please provide two referees (preferably your two most recent employers)

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Are you happy for us to contact this referee prior to interview?	Are you happy for us to contact this referee prior to interview?

13. CODE OF CONDUCT

Are you related to any Councillor or Employee of this Council? Y / N

If Yes, please give details:

Please note, canvassing of Councillors or Officers, directly or indirectly, will disqualify this application.

14. RIGHT TO WORK IN THE UK

Are you legally entitled to work in the UK? Y / N

We will require evidence of this prior to commencing employment.

15. CRIMINAL RECORD

Have you ever been convicted of a criminal offence? Y / N

Declaration subject to the Rehabilitation of Offenders Act 1974

If Yes, please give details:

16. DATA PROTECTION

I consent to my personal information on this application form to be used for the purpose of assessing my application. If my application is successful, I consent to my personal information being used for the administration of my Contract of Employment. *Should your application not be successful, or you choose not to accept any offer of employment, the information will not be held for longer than is necessary, after which time it will be destroyed.*

Signed

Date:

17. DECLARATION

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Signed

Date: