

**Application Form**

**for Employment**

**Completed forms should be returned to:**

Private & Confidential

Town Clerk

Sevenoaks Town Council

Bradbourne Vale Road

Sevenoaks, Kent.

TN13 3QG

email: council@sevenoakstown.gov.uk

**Closing date for application forms:**

**Interviews will be held:**

**Notes to Candidates**

**Please complete ALL sections** of this form, deleting information as appropriate.

Please use **BLOCK CAPITALS on this page and write in blue or black ink or type.**

If any space provided is inadequate, please use a supplementary sheet and attach it to

this form.

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| Post Title:  Please enter post title applied for |

**Personal details**

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| Surname:  Forename(s):  Title (how do you wish to be addressed):  Address:  Nat Ins. No:  Daytime Tel No:  Evening Tel No: |

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| Do you require a Work Permit to be employed in the UK? Yes □ No □  If you are invited to an interview with the Council, you will be required to produce a Qualifying Document as required by the Asylum & Immigration Act 1996.  (Please see note 1 of the Preface Notes).  Please indicate which document you will be able to show us when requested:  (Please remember it must be the original document. Do **NOT** enclose it with your application |

**General Information**

**Membership**

Please indicate membership of professional bodies relevant to this job.

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| **Name of Organisation:** |
| **Type of Membership:** |
| **Date of Membership:** |

**Relevant employment history** (most recent first)

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| **Job Title:** |
| Reason for leaving: |
| Employer: |
| Date Started: |
| Date Left |
| Address: |
| Postcode |
| Key role/responsibilities |

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| **Job Title:** |
| Reason for leaving: |
| Employer: |
| Date Started: |
| Date Left |
| Address: |
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| Key role/responsibilities |

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| Reason for leaving: |
| Employer: |
| Date Started: |
| Date Left |
| Address: |
| Postcode |
| Key role/responsibilities |

**Please continue on a separate sheet if necessary**

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| If offered the position applied for, do you intend to follow any other paid employment Yes No |
| If Yes, please give details: |
| What Qualities do you think you can bring to the position applied for?: |
| Have you had any time off work because of sickness in the last 2 years: Yes □ No □ |
| If yes Number of days: |

**References**

Please give details of two referees, one of which must be your current or most recent

employer.

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| Name:  Position:  Address:  Telephone No:  If you do not wish this reference to be  taken up until an offer of employment is  made, please tick box. □ |
| Name:  Position:  Address:  Telephone No:  If you do not wish this reference to be  taken up until an offer of employment is  made, please tick box. □ |

**Education and Qualifications**

Please detail any qualifications which are relevant to the job and/or specified on the

person specification. Please continue a separate sheet if necessary.

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| **Examination Body i.e. NVQ:** |
| **Subject:** |
| **Results and Grades:** |

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| **Examination Body ie NVQ:** |
| **Subject:** |
| **Results and Grades:** |

**Please continue on a separate sheet if necessary**

**Relevant training**

Please detail any courses you have attended which are relevant to the job and/or

specified on the person specification. Please continue on a separate sheet if

necessary.

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| **Year:** |
| **Organising Body:** |
| **Course Title:** |

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| **Year:** |
| **Organising Body:** |
| **Course Title:** |

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| **Year:** |
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| **Year:** |
| **Organising Body:** |
| **Course Title:** |

**Experience, skills and other information in support of**

**your application**

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| Please detail experience and skills which demonstrate your ability to carry out this job.  Please continue on a separate sheet if necessary: |

**Consent and declaration of details**

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| Information supplied on this application form will be used to monitor the effectiveness  of Sevenoaks Town Council’s policies and practices, its Equal  Opportunities Policy. This monitoring is for statistical purposes only and your name  will not be identifiable from this process.  Application forms of unsuccessful candidates will be destroyed after six months from  the date the post is appointed to.  I declare that the information contained in this application form is correct.  I have read, signed and returned the enclosed Criminal Declaration form included in  the pack. Your application will not be considered without this form.  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**CV’s alone will not be accepted.**

**Applicants will be required to sign emailed applications at interview.**

**In the interests of economy only short-listed candidates will be contacted.**

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| Monitoring form - **Confidential**  **Working towards equal opportunities**  Sevenoaks Town Council is committed to a policy of equality of opportunity in both employment and service  provision. We seek to ensure that no person receives less favourable treatment on the grounds of gender, race, or  ethnic origins, marital status, disability, age, sexual orientation, family responsibilities, religion, trade union  involvement or political belief or is disadvantaged by conditions or requirements which cannot be shown to be  justifiable. To this end, individuals are to be recruited, trained and promoted solely on the basis of genuine job  requirements, relevant experience and qualifications, skill and other objective criteria.  **In order to help us effectively monitor our Equal Opportunities policy you are requested to complete the**  **enclosed monitoring form. The confidential form will be separated from your application details for**  **analysis by the Human Resources Unit only.**  Position applied for:  Surname:  First name(s):  Postal code    Age:  Gender  Do you have a physical or mental impairment which has a substantial  and long term adverse effect on your ability to carry out normal day  to day activities that you wish to declare under the Disability  Discrimination Act?  Yes:  No:  If yes, please give full details:  Do you wish to be considered under the  Disability Symbol Scheme (Two Ticks)?  Yes:  No:  **Religion** (Optional):  I would describe my ethnic origin as: (please tick alongside)\*  **White Mixed Asian Black Chinese**  **or other**  White British White Indian Caribbean **ethnic**  and Black Pakistani African **group**  White Irish Caribbean Bangladeshi Any other  Any other White and Any other Black Chinese  White Black African Asian  Other background Any other background mixed background  \*Categories used are those utilised by the Office of Population Censuses and Surveys  How did you hear about this job? (If you saw an advertisement, please state which publication it was in):  **Data Protection Act 1998:**  The Personal information submitted by you on this application form and in any accompanying documents will be  used by the Council, and nay other person it appoints to assist, for the purpose of selecting who to appoint to the  job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information  may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the  Council against a legal challenge to the fairness of the selection process from any interested party.  The information supplied to you will also be subject to verification and we may need to contact people and/or  organisations to confirm some of the facts contained in your application, e.g. referees, previous employers,  educational establishments, examination bodies, etc.  **If you decline to give your consent as requested above the Council will be unable to consider your**  **application for employment.** Please sign the statement below indicating your consent to the information being  held, used and verified as described above. I have read the above statement and consent to the personal data  submitted with this job application being used for the purposes described.  Signed................................... Date:............................ |

**Declaration of Unspent and Spent Criminal Offences**

**Before completing this form, please read the following notes carefully:**

It is the policy of Sevenoaks Town Council to require successful applicants for

certain posts to disclose certain information on any previous criminal record that they

may hold. This does not mean that possession of a criminal record will automatically

prevent you from working with the Council, rather, as part of the recruitment process

such information will only be considered in light of its relevance to the post for which

you are applying. In many cases, a particular conviction will be of no relevance and so

can be discounted for the purposes of your application. In assessing your suitability for

a post the Council complies with the Code of Practice recommended by the Criminal

Records Bureau (CRB), a copy of which can be obtained on request.

You must give details on this form of any convictions or cautions you have or any court

cases that you have pending. Under the provision of The Rehabilitation of Offenders

Act 1974, job applicants do not have to disclose information on certain convictions

after a set period of time, i.e. when they become ‘spent’. However, staff employed to

work with certain categories of person, are required to disclose all spent and unspent

convictions. These work categories have been identified after a risk assessment has

indicated that disclosure is both proportionate and relevant. The work categories

where this is required are for roles where the employee will work with:

A position whose normal duties include caring for, training, supervising or being in

sole charge of children

A position whose normal duties involve unsupervised contact with children under

arrangements made by a responsible person.

For the purposes of the ROA 1974 (Exceptions) Order 1975, a person who regularly

cares for, trains, supervises or is in sole charge of vulnerable adults of the following

description is entitled to an **Enhanced Disclosure**. A vulnerable adult for the

purposes of an Enhanced Disclosure is a person aged 18 or over

Where the post applied for involves working with children or vulnerable adults in a

position of trust as outlined by the CRB we are allowed by virtue of the Exceptions

Order to the Rehabilitation of Offenders Act to request applicants to reveal their full

criminal history (including ‘spent’ convictions) due to the nature of the duties and

responsibilities of the position.

Only those positions that require Sevenoaks Town Council to ask an exempted

question are eligible to apply for a disclosure. The Council will use the information

provided by the CRB when assessing your suitability for such jobs. In the event of

employment being offered, any failure to disclose such convictions could result in

dismissal or disciplinary action by the Council. Any information you give will be kept

confidential and will only be considered in relation to the job for which you are

applying.

Therefore if you have been convicted of a criminal offence in then past (including any

convictions in a court of law outside Great Britain) you must give details (convictions,date and sentence) below.

Declaration of Criminal Offences

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| Using the guidelines, please list all your unspent and spent cautions and criminal  offences. Do not forget to include **any** pending convictions and indicate that they are  pending.  **If you have no convictions, please write ‘None’ and sign the form. If you have**  **any queries about the completion of the form, please contact Ann White at**  **Sevenoaks Town Council.** |

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| **Nature of Offence(s):** |
| **Name of Court and Date of Conviction:** |
| **Sentence(s):** |

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| All information will be treated in the strictest confidence. Following receipt of this form  you may be contacted to discuss the information you have given.  I certify to the best of my knowledge, the information on this form is true and accurate.  I understand that if the information I have supplied is false, misleading or incomplete in  any way, it may automatically disqualify me from the appointment or may render me  liable to instant dismissal without notice.  **Please complete this form and return it with your application to:**  **Private & Confidential. Ann White, Sevenoaks Town Council, Bradbourne Vale Road,**  **Sevenoaks, Kent. TN13 3QG**  **email:** ann.white@sevenoakstown.gov.uk |

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| **Policy Statement on the Recruitment of Ex-offenders**  As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess  applicant’s suitability for positions of trust, Sevenoaks Town Council complies fully the  CRB Code of Practice and undertakes to treat all applicants **fairly**. We undertake not to  discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other  information revealed.  Sevenoaks Town Council is committed to the fair treatment of its staff, potential staff or  users of its services, regardless of race, gender, religion, sexual orientation, responsibilities  for dependents, age, physical, mental disability or offending background.  Sevenoaks Town Council is required to include this written policy on the recruitment of  ex offenders, at the outset of the recruitment process.  We promote equality of opportunity for all with the right mix of talent, skills and potential and  welcome applications from a wide range of candidates, including those with criminal records.  We select candidates for interview based on their skills, qualifications and experience.  A Disclosure is only requested after a thorough risk assessment has indicated that one is both  proportionate and relevant to the position concerned. For those positions where a Disclosure  is required, all application forms, job adverts and recruitment briefs will contain a statement  that a Disclosure will be requested in the event of the individual being offered the position.  Where a Disclosure is to form part of the recruitment process, we encourage all applicants  called for interview to provide details of their criminal record at an early stage in the  application process. We request that this information is sent under separate, confidential  cover, to Cllr…………….. Sevenoaks Town Council, we guarantee that this  information will only be seen by those who need to see it as part of the recruitment process.  Unless the nature of the of the position allows Sevenoaks Town Council to ask  questions about your entire criminal record, we only ask about ‘unspent’ convictions as  defined in the Rehabilitation of Offenders Act 1974.  We ensure that all those in Sevenoaks Town Council who are involved in the  recruitment process have been suitably trained to identify and assess the relevance and  circumstances of offences. We also ensure that they have received appropriate guidance in  the relevant legislation relating to the employment of ex-offenders, e.g. Rehabilitation of  Offenders Act 1974.  At interview, or in a separate discussion, we ensure that an open and measured discussion  takes place on the subject of any offence or other matter that might be relevant to the position.  Failure to reveal information that is directly relevant to a position sought could lead to  withdrawal of an offer of employment.  We make every subject of a CRB Disclosure aware of the existence of the CRB Code of  Practice and make a copy available on request and we will undertake to discuss any matter  revealed in a Disclosure with the person seeking the position before withdrawing a conditional  offer of employment.  **Having a criminal record will not necessarily bar you from working with us. This will depend**  **on the nature of the position and the circumstances and background of your offences.** |