

APPLICATION FOR EMPLOYMENT

Please Complete in type or black ink (refer to guidance notes for help)

Post Title: **Supplementary Town Maintenance Operative**

Part A Personal Details

Full Name _____

Address _____

Telephone No. _____ (day) _____ (eve)

I need a work permit to work in this country Yes No

National Insurance Number _____

Part B Education

Please give brief details of courses attended and examination results, Start with your highest educational qualification.

Name of establishment	From	To	Examination results (subject, level, grade)

Please give brief details of work-based courses attended and any certificate awarded, Start with your most recent course.

Name of establishment	From	To	Qualification Achieved

Part C Present or most recent employment

Name and address of employer _____

Post held _____

Date started _____ Until _____ Salary _____

Key roles/achievements
1. _____
2. _____
3. _____

Reason for leaving _____

Employment history

Name and address of employer _____

Post held _____

Date started _____ Until _____ Salary _____

Key roles/achievements
1. _____
2. _____
3. _____

Reason for leaving _____

Name and address of employer _____

Post held _____

Date started _____ Until _____ Salary _____

Key roles/achievements
1. _____
2. _____
3. _____

Reason for leaving _____

Name and address of employer _____

Post held _____

Date started _____ Until _____ Salary _____

Key roles/achievements
1. _____
2. _____
3. _____

Reason for leaving _____

Part D Experience/relevant skills/further information

Use this section to show how you meet all of the short-listing criteria for the job as set out in the enclosed person specification, drawing on all aspects of your education and experience, including paid or unpaid employment, and voluntary work. (Continue on up to 2 sides of A4 if necessary).

[Empty rectangular box for writing]

Part E Unpaid activity

Name and address of organisation _____

Your position _____

Date started _____ Until _____ Average time commitment per month _____

Main duties/responsibilities/achievements

1. _____
2. _____
3. _____
4. _____

Name and address of organisation _____

Your position _____

Date started _____ Until _____ Average time commitment per month _____

Main duties/responsibilities/achievements

1. _____
2. _____
3. _____
4. _____

Name and address of organisation _____

Your position _____

Date started _____ Until _____ Average time commitment per month _____

Main duties/responsibilities/achievements

1. _____
2. _____
3. _____
4. _____

Part F Driving

Do you hold a current driving licence? Yes No

If yes, please specify type of licence _____

Part G Verification of employment or education record

Please give names and addresses of two people who can verify your employment record and comment authoritatively on your professional capability for this role. One should be your present/most recent employer.

Name _____	Name _____
Address _____ _____	Address _____ _____
Position held _____	Position held _____

If you have not been in paid employment please give the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

Please tick this box if you **do not** wish the Council to approach your present employer until, and if, a firm offer of employment has been made.

Relatives/other interests Canvassing of Councillors or officers will disqualify you.

Are you related to a Councillor or employee of the Council Yes No

If yes, please give brief details _____

If appointed, do you have any business and/or financial interests, which might conflict with the duties of this post? Yes No

If yes, please give brief details _____

Have you ever been convicted of any criminal offence? Yes No

If yes, please give details of conviction(s) and date(s) _____

Please continue on a separate sheet if necessary.

Declaration

I confirm that all the information given in this application is truthful and accurate and that I am not aware of any reason which would prevent me from carrying out this position competently. I confirm that in my view I am qualified and have the experience which would allow me to meet the challenges of this post. I understand that, should I have deliberately made a false or misleading statement on this form, my future employment can be terminated without notice.

Signature _____ Date _____

MONITORING DETAILS & GUIDANCE NOTES

The Town Council has an Equal Opportunities Employment Policy to ensure that all applicants are treated fairly and are appointed solely on their suitability for the post irrespective of race, sex, disability, sexuality, age or unrelated criminal conviction. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. Please complete the following by ticking the relevant boxes. (Please read enclosed guidance notes).

I would describe my race or ethnic origin as:

- White White Irish White other: please specify _____
- Black African Black Caribbean Black other: please specify _____
- Indian Pakistani Bangladeshi Chinese
- Other Asian: please specify _____
- Any other group: please specify _____

Date of birth _____ Sex Male Female

I have a disability I would like the Council to know about Yes No

I have special requirements you will need to take into account
In testing/interview Yes No

I am applying for this post as a job sharer Yes No

Please state where you saw this position advertised

MONITORING DETAILS & GUIDANCE

This information is used to monitor the effectiveness of the Council's Equal Opportunity Policy. It is not used in the short-listing process and will not discriminate against your selection.

Race:

Other - this category can be used for persons of mixed race who choose not to classify themselves elsewhere.

Disability:

The Disability Discrimination Act, 1995, defines disability as an impairment causing a substantial and adverse long-term effect on the ability to carry out normal day to day activities. If you fall within this definition you will need to indicate any special requirements you have for the purposes of testing or interview. You may, for example, submit a taped application form.

The interview panel will decide whom the best person for the job on the basis of the person specification alone. They will then consider the effect of the disability and whether support or adaptations would enable the disabled person to carry out the duties of the post. They will then determine whether it would be reasonable for the Council to make the necessary adjustments before reaching a decision.

Guidance notes

GENERAL

Delivery of your application

Please make sure that your application is received by **5pm** on the closing date.

It may be submitted electronically (our preference) without a signature as emailing will constitute acceptance of the declaration in section G. Email it to: deputyclerk@exmouth.gov.uk

If you prefer, please post or hand-deliver a signed copy to: Deputy Town Clerk, Exmouth Town Council, Town Hall, Exmouth EX8 1AW. Note that we cannot take responsibility for late arrival of mail, so please do not use this method if there is insufficient time for it to definitely arrive by 5pm on the closing date. Mark the envelope Private and Confidential.

Consideration for shortlisting

You will only be considered if you are able to demonstrate clearly how you meet each of the essential short-listing criteria on the person specification. You do not have to rely only on paid employment to do this. Your application will score more highly if your answers are relevant to the role. You are encouraged to do plenty of background research on Exmouth Town Council before completing the application form. Visit our website, search "Exmouth Town Council" on the Internet and read the local press – The Exmouth Journal and the Express and Echo. Both are available online. There are various social media sites for Exmouth.

Part A

National Insurance Number:

Section 8 of the Asylum and Immigration Act, 1996, makes it a criminal offence to employ a person subject to immigration control unless they have valid permission to be in the UK or are employed in a category where permission is not required. If you are unable to supply a valid National Insurance Number you will be asked for alternative evidence. e.g. P45, P60 or a passport showing that you are entitled to live and work in the UK, birth certificate confirming birth in the UK or Republic of Ireland or a letter from the Home Office confirming that you are allowed to work in the UK.

Work Permit:

This is normally required for citizens of countries outside the EC who do not have UK residency.

Part G

One of your references must be from your present employer and be by a person authorised to give references on their behalf. If you are seeking your first post after training, your college tutor or head teacher will be appropriate. If unemployed, your most recent employer should be given unless you have been out of work for some time in which case please provide the name of someone with the ability to comment on your ability to do the job. e.g. the manager of a voluntary group for whom you have worked. The second reference should be from someone who is in a position to comment on your professional capability for the role. References may be taken up before interview unless you indicate otherwise in the box provided.

Declaration of business or other interests will not necessarily disqualify you from consideration but you are required to indicate any interest that may place you in conflict with the Council. Senior Officers must complete a declaration as a condition of appointment.

To avoid allegations of bias, candidates must disclose a relationship with any Exmouth Town Councillor or Senior Officer who might be involved in the recruitment process. Failure to do so will render the candidate liable to be disqualified from further consideration or summarily dismissed from their appointment.