**Dronfield Town Council - Application for Employment**

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| PRIVATE AND CONFIDENTIAL | | | | Please complete in BLOCK CAPITALS | | | | |
| Job Reference Number: | | n/a | | Applicant Reference Number: | |  | | |
|  | | | | | | | | |
| Position applied for: |  | | | | | | | |
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| How did you hear of this vacancy?  (include date) | | |  | | | | | |
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| A. PERSONAL PARTICULARS | | | | | | | | |
|  | | | | | | | | |
| **Full Name**: Mr/Ms/Mrs/Miss | | | | | | | | |
| **Address:** | | | | **Telephone Number** (including STD Code) | | | | |
|  | | | |  | | | | |
|  | | | | **Home:** | | | | |
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|  | | | | **Mobile**: | | | | |
|  | | | |  | | | | |
|  | | | | **Business:** | | | | |
|  | | | | (Tick box if you do not want to be | | | | |
|  | | | | contacted at work). | | |  |  |
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| **E-mail address:** | | | | Applicants will be required to provide documentary evidence of their right to work in the United Kingdom of invited for interview | | | | |
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| **N.I. Number:** | | | | **Do you have the right to work in the United Kingdom?** | | | | |
|  | | | |  | Yes / No | | | |

B. EDUCATION AND QUALIFICATIONS

QUALIFICATIONS: Please give details of examinations attempted and results (including any examinations failed)

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| --- | --- | --- | --- | --- |
| Name(s) and Address(es)  of School(s)/College(s) | Dates | | Subject/Courses  Studied & Level | Examination Result/  Grade (include any  examinations failed) |
| From | To |
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FURTHER AND HIGHER EDUCATION: Please give details of all further and higher education since leaving school including training courses and details of qualifications.

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| --- | --- | --- | --- | --- |
| University/College/  Institute Attended | Dates | | Subjects Studied  Type of Training | Qualifications  Obtained |
| From | To |
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| PROFESSIONAL ASSOCIATIONS: Please state whether you are a member of any technical or professional association, and if so, which:  FOREIGN LANGUAGES: Please list any foreign languages you speak and your level of competence, both oral and written: |

C. EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 20 years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name(s) and Address(es)  of Employer(s) | Dates | | Position Held/  Main Duties | Starting/  Leaving Salary | Reason for  Leaving |
| From | To |
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D. SUPPLEMENTARY INFORMATION

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| Please give details of any experience, skill or achievements which you feel may be relevant in your application for employment. (Continue on separate sheet if necessary). |
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| Please give dates of any holidays arranged: |  |
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| Are you currently subject to any contractual "restraints of trade" clauses? | Yes / No |
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| If Yes, please give further information: |  |
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| Do you have any commitments which might limit your working hours? | Yes / No |
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| If Yes, please give details: |  |
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| Are you willing to work overtime and weekends when required? | Yes / No |
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| Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012). | Yes / No |
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| If Yes, please give further information: |  |
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| Salary Range Expected: |  |
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| How much notice are you required to give to leave your present employment? |  |
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| Have you worked for us before? | Yes / No |
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| If Yes, give details of reason for leaving: |  |
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| Do you have a current full driving licence? | Yes / No |
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| Does your licence have any current endorsements? | Yes / No |
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| If Yes, please give further information: |  |
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E. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

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| --- | --- |
| (Tick in box if you do not wish your employer to be contacted before an offer of employment is made) |  |

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| --- | --- |
| Name, Position, Address and Telephone Number | Name, Position, Address and Telephone Number |
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| F. DECLARATION OF APPLICANT | | | | | |
| 1. Relatives/Other Interests   Any candidate who directly or indirectly canvasses a Councillor or employee of the Council will be disqualified from consideration for the job. The Council does not bind itself to appoint any applicant. | | | | | |
| Are you related to or are you a friend or known to any Councillor(s) or employee(s) of Dronfield Town Council? | | Yes |  | No |  |
| If yes, specify name(s), position(s) and relationship(s) |  | | | | |
| If appointed, do you have any interests or hold any appointments that may conflict with employment by the Council in the role for which you have applied?  If yes, please detail on a separate sheet. | | Yes |  | No |  |

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| **ii. Statement to be Signed by the Applicant**  The Council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  I acknowledge that the Council is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.  I hereby certify that:  • all the information given by me on this form is correct to the best of my knowledge  • all questions relating to me have been accurately and fully answered  • I possess all the qualifications which I claim to hold  • I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description. | | | |
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| Signed: |  | Dated: |  |
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| FOR OFFICE USE ONLY | | | | | | INTERVIEW RECORD | | | | | | | |
|  | | | | | | | | | | | | | |
| Interviewed by: | | | | | | Date: | | | | | | | |
| Comments/Areas to Examine: | | | | | |  | | | | | | | |
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| Decision: |  | Reject |  |  | Further Interview | | |  |  | Accept | |  |  |
| (Tick as applicable) | | | | | | | | | | | | | |
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| Interviewer's report and reasons for decision: | | | | | | | | | | | | | |
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|  | | | | | | | Rejection letter sent: | | | | Yes / No | | |

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| APPOINTMENT RECORD (To be completed where there has been an offer of employment). | | |
| CONDITIONAL OFFER LETTER  Date sent:  Response:  Acceptance/Refusal/No reply | | REQUESTS FOR REFERENCES  Date sent:  Response:  Good/Satisfactory/No Reply/Suspect/Unsuitable |
| MEDICAL/MEDICAL REPORT  Date sent:  Response:  Good/Satisfactory/Suspect/Unsuitable | | RIGHT TO WORK IN U.K.  Appropriate documentary evidence checked. |
| Starting Date:  Starting Salary: | Grade: | Job Title:  Personnel/Clock Number: |