

ROYSTON TOWN COUNCIL

Application for Appointment (Please use black ink)

Royston Town Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Position applied for

PERSONAL DETAILS

SURNAME	FORENAME(S)	
HOME ADDRESS Post Code	TELEPHONE Nos. Home Work Mobile	National Insurance Number

Do you ordinarily enjoy good health? YES/NO (If NO, please give details on a separate sheet)

Have you ever been convicted of a criminal offence? YES/NO (If YES, please attach details – subject to the ‘Rehabilitation of Offenders Act – 1974’) Checks will be made with the Criminal Records Bureau if appointed.
--

PRESENT EMPLOYMENT – If not currently employed please indicate (x)

Employer's Name and Address	Position held	Date commenced
<p>Current basic salary £ Salary range</p> <p>Additional payments (supplement, local weighting, etc.) Length of notice required</p> <p>.....</p>		

PREVIOUS EMPLOYMENT – Please give details of all employment with most recent first (*Continue on separate sheet if necessary*)

Employer's Name and Address	Job Title	Dates From/To	Final Salary or Grade and Reason for leaving

EDUCATION AND TRAINING

Secondary Schools attended	Dates	Certificates Obtained	Grades
Further Education	Dates	Mode of attendance (day release, etc.)	Qualifications obtained

Short Courses attended:

Studies in Progress:

Membership of Professional Bodies or Institutions: *(Please state full name of body and class of membership)*

INTERESTS OUTSIDE WORK

REFERENCES

Please give names and addresses of two referees, one of whom should be your present or last employer or in the case of a School leaver, the last Headmaster.

If you do not wish me to seek references prior to the interview please indicate (x)

(i) PRESENT OR LAST EMPLOYER	(ii) OTHER REFEREE
Name	Name
Address	Address
.....
Post Code	Post Code
Email	Email
Position	Position

OTHER INFORMATION

a) Do you hold a current full driving license? YES/NO

b) Do you own a car which can be used for work if necessary? YES/NO

If you are related to a member or an officer of the Council please state the relationship:

.....

Please state where you saw the vacancy advertised:

.....

EXPERIENCE

Please state why you wish to be considered for this post and explain the relevance of your experience to date. (Further sheets may be attached as necessary, or you may wish to expand this section by submitting a C.V.).

DISABILITY DISCRIMINATION ACT 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

- Do you have a disability or long term health problem you wish us to know about at this stage? **YES/NO**

If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

ASYLUM & IMMIGRATION ACT 1996

Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom **YES/NO** and are you able to produce documentation? **YES/NO**

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. **WARNING:** any person appointed to the Council having given false information will be liable to dismissal without notice.

I understand that canvassing of Officers or Members of Council, directly or indirectly, for any appointment would disqualify my application.

Signed Date

Please return the completed form to:

The Town Clerk,
Royston Town Council,
Town Hall, Melbourn Street,
Royston, Herts.
SG8 7DA