**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  Email……………………………….. | 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 |
|  |  |  |
| Current basic salary £ | | |

**OTHER INFORMATION**

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

**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 and the General Data Protection Regulations 2018. 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