

**Job Application Form**

Please complete all parts of this form in type or black ink and use only the same size paper (A4) for any continuation sheets. NB: CVs on their own will not be accepted.

**Job Details**

|  |  |  |
| --- | --- | --- |
| **Job Title** | Job title | |
| **Department** | Department | |
| **Location** | Location | |
| **Closing date for applications:** | | Closing date |
| **Full-time:** | | **Part-time:** |
| If the post is full-time, would you be prepared to consider working on a job-share basis?  If job-share, please state preferred working arrangements:-  Preferred working arrangements | | |

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name:** | Last name | **Address:** | Address | |
| **First Name:** | First name |
| **Maiden name or previous names:** | Other names |
| **Title (Mr/Mrs/Ms/ other):** | Title |
| **National Insurance Number:** | number |
| **Telephone (daytime):** | number | **Telephone (evening):** | | number |
| **Mobile number:** | number | | | |

**Present Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer (including county):** | Employer | **Job title** | Title |
| **Date started current post:** | Date |
| **Date commenced with employer:** | Date |
| **Salary/Wage/Benefits:** | Salary |
| **Notice required:** | Notice |
| **Briefly describe your present role, its main purpose and your responsibilities:**  Role and responsibilities | | | |

**Previous Employment**

Please list in chronological order (most recent first).

Please Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with Uckfield Town Council.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer:**  **(including county and nature of business)** | **From – To:**  **(exact dates)** | **Position, Salary and main responsibilities:** | **Reason for leaving** |
| Employer | Dates | Position | Reason |
| Employer | Dates | Position | Reason |
| Employer | Dates | Position | Reason |
| Employer | Dates | Position | Reason |
| Employer | Dates | Position | Reason |
| Employer | Dates | Position | Reason |
| Employer | Dates | Position | Reason |

**Education and Qualifications**

From age 11 onwards and please state whether full-time (F) or part-time (P)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School, College, University etc.** | **Dates (From – To)** | **F/P** | **Subjects studied and achieved** |
| Name | Dates | F/P | Subjects |
| Name | Dates | F/P | Subjects |
| Name | Dates | F/P | Subjects |
| Name | Dates | F/P | Subjects |

**Training**

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion.

|  |  |  |
| --- | --- | --- |
| **Course Title:** | **Organisation:** | **Dates: From - To** |
| Title | Organisation | Dates |
| Title | Organisation | Dates |
| Title | Organisation | Dates |
| Title | Organisation | Dates |
| Title | Organisation | Dates |
| Title | Organisation | Dates |

**Membership of Professional Institutes**

Please indicate whether membership is by examination or election

|  |  |  |
| --- | --- | --- |
| **Institute** | **Level of Membership** | **Year of award** |
| Institute | Level | Year |
| Institute | Level | Year |
| Institute | Level | Year |

**Other Experience**

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education or training. This would include, e.g. Unemployment or voluntary work. Please state this information in chronological order.

|  |  |
| --- | --- |
| **Experience** | **Dates (from – to)** |
| Experience | Dates |
| Experience | Dates |
| Experience | Dates |
| Experience | Dates |

**Driving Licence**

Only answer if a full driving licence is an essential requirement of the job.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you hold a current Driving Licence? | | Yes | No |
| If Yes, please state the type of licence you hold: | Type | | |
| Do you have any current endorsements? | | Yes | No |
| If Yes, please specify: | Endorsement | | |

**Why are you applying for this job?**

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests.

|  |
| --- |
| Reasons for application |

**Declaration by Applicant**

The Working Time Regulations 1998

Regulations on Working time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Town Council working practices and procedures are therefore organised to comply with the following legal requirements. (Average hours are normally calculated over a 17 week period.)

* Average weekly working hours are limited to 48
* Average daily night working hours are limited to 8 hours
* Minimum daily, weekly and in-work rest breaks requirements
* Minimum requirements for annual leave

Town Council Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within the legal limits.

Will the declaration prejudice your application?

NO—Please note:

* If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
* If you are selected for interview the implications will be carefully discussed with you. The Council may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
* Depending on the overall situation and the outcome of discussions with you, the Council would have the following options:
* Not to offer you the appointment
* Offer the appointment on reduced hours
* Offer the appointment providing the other work is relinquished (or the hours reduced
* Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit

**Employment which you intend to continue if successfully appointed to the post applied for**

Please complete and sign either Section 1 or Section 2 below. Your application cannot be processed if you do not return this form. Please declare any other job, whether they are with the Town Council, other local authorities, public bodies or with private companies/employers.

**Section 1 – No other employment**

|  |  |  |
| --- | --- | --- |
| I confirm that I do not have any other employment | | |
| Signature | Type name  Print name | Date  Date |

**Section 2 – Other employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| All other employment that I have is detailed below: | | | | |
| **Job Title** | **Weekly hours**  Note: weekly hours must specify total regularly worked (including overtime) | **Start time**  Please use the 24 hour clock | | **End time**  Please use the 24 hour clock |
| Job Title | Weekly hours | Start | | End |
| Job Title | Weekly hours | Start | | End |
| Job Title | Weekly hours | Start | | End |
| Job Title | Weekly hours | Start | | End |
| Signature | Type name  Print name | | Date  Date | |

**Asylum and Immigration Act 1996**

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have right of abode in the UK.

You will be required to provide evidence, prior to appointment, of a National Insurance number, passport or other document on the approved list to satisfy the Town Council that the Asylum and Immigration Act 1996 is being complied with.

**References**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and Job title** | **Contact address** | **Email address and telephone number** | **Can we contact prior to interview?** | | |
| **Yes** | **No** |
| Name and title | Address | Email |  |  |
| Telephone |
| Name and title | Address | Email |  |  |
| Telephone |

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in ‘Previous Employment’ on page 2 of this form. A job offer will not be made without two references.

**Attendance**

Please give the number of days and reason for any sickness/absence days taken during the last 24 months.

|  |  |
| --- | --- |
| **Number of days** | **Reason(s)** |
| Days | Reason |
| Days | Reason |
| Days | Reason |
| Days | Reason |
| Days | Reason |

Please return this form to:

The Town Clerk

Uckfield Town Council

Civic Centre

Uckfield

TN22 1AE

**Rehabilitation of Offenders Act 1974** (refer to Guidance Notes for Job Application)

You are required to declare any criminal convictions (including bind over and cautions but excluding minor motoring offences) which are not ‘spent’ in accordance with the Rehabilitation of Offenders Act 1974.

|  |  |
| --- | --- |
| Having read the guidance, do you have any criminal convictions which are not yet ‘spent’? | |
| Yes | No |
| If YES, please give details below or, if you prefer, attach details in a sealed envelope marked Strictly Confidential. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.  Details | |

**Relationships** (refer to Guidance Notes for job application)

You are required to declare any relationships with Senior Officers or Members of the Town Council as canvassing, whether direct or indirect, will invalidate your application. (Please note Senior Officers are defined as Town Clerk or Assistant Town Clerk).

|  |  |  |
| --- | --- | --- |
| Are you related to any Town Councillor or Senior Officer of the Council? | Yes | No |
| If Yes, please give details:  Details | | |
| Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations | Yes | No |
| If Yes, please give details:  Details | | |

**Declaration**

I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of Information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.

Data Protection:

If I accept employment with Uckfield Town Council I consent to my personal information being held by the Council for the administration of my Contract of Employment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signed: | | Date: |  | |
| Print Name: | Name | | | | |
| Please tick box to indicate your consent if form has been completed electronically | | | |  |



**The Rehabilitation of Offenders Act (1974)**

**Guidance Notes**

Please read these guidance notes carefully before completing the section on the Rehabilitation of Offenders Act 1074 on the Application Form

**Disclosure of Criminal Convictions**

Under this Act you are required to disclose details of previous convictions, until a certain length of time passes and the convictions become ‘spent’.

Under the above Act you do not need to provide details about either minor motoring offences or previous convictions once they become ‘spent’. This includes the date you sign the application form.

Please note the following when considering whether a conviction is ‘spent’:-

1. ‘spent’ periods are halved if the conviction took place when you were aged 17 or less;
2. a sentence of longer than two and a half years in prison will never become ‘spent’;
3. a sentence of preventative detention and a sentence of detention during Her Majesty’s pleasure is never ‘spent’; or
4. it is immaterial for the process of calculating a ‘spent’ conviction whether the sentence is suspended or not.

The information you provide will be treated strictly confidentially. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful.

Failure to disclose any ‘unspent’ convictions may result in the offer of employment being withdrawn. If already appointed, you could be dismissed without notice.

Please see the list below which details the rehabilitation periods for criminal convictions.

| **Sentence** | **Becomes ‘spent’ after** |
| --- | --- |
| For a sentence of imprisonment or youth custody exceeding six months but not exceeding two and a half years | 10 years |
| For a sentence of imprisonment or youth custody not exceeding six months | 7 years |
| For a sentence of Borstal training | 7 years |
| For a fine or other sentence under this Act, not otherwise covered in this table | 5 years |
| For an absolute discharge | 6 months |
| For a probation order, conditional discharge or bindover, fit person orders, supervision order or care order under the Children and Young Person’s Act (and equivalent in Scotland) | 1 year or until the order expires (whichever is the longer) |
| For cashiering, discharge with Ignominy or dismissal with disgrace from Her Majesty’s Service | 10 years |
| For dismissal from Her Majesty’s Service | 7 years |
| Any sentence of detention in respect of conviction in service disciplinary proceedings | 6 years |
| For detention by direction of Home Secretary   * for a period not exceeding six months * for a detention centre order * for a remand home order, an approved school order or attendance centre order * for a hospital order under the Mental Health Acts | 3 years  3 years  The period of the order plus a further year after the order expires  The period of the order plus a further two years after the order expires (with a minimum of five years from the date of conviction) |

Exemptions Under the Rehabilitation of Offenders Act

There are specific job categories and classes of employment which are exempt under the provision of the Act. This means that convictions never become ‘spent’ for work in these categories. Therefore, if you are applying for a position which falls within one of the work categories listed below you will need to declare any convictions you have had regardless of whether or not the time limit has elapsed. These areas of employment which carry exempt status are as follows:

* Work involving matters of National Security
* Judicial appointments
* Employment in the office of the Director of Public Prosecutions
* Employment in the office of the Procurator Fiscal or District Court Prosecutor or in the Crown Office.
* Justices’ Clerks and Justices’ Clerks’ Assistants
* Constables, Police Cadets, Military Naval and Air Force Police and certain posts involving police work or assisting the police
* Employment in the Prison Service including appointment to the Board of Visitors
* Traffic Wardens
* Probation Officers
* Certain professions with legal protection such as barristers, solicitors, accountants or nurses
* Any office or employment concerned with the provision to persons aged under 18 years of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such kind as to enable the holder to have access, in the course of their normal duties which are carried out wholly, or partly, on the premises where such provision takes place.
* Employment connected with the provision of Social Services which involves the young, those over 65 years, the mentally or physically handicapped, chronically sick, disabled, or people who are addicted to drugs or alcohol
* Employment connected with the provision of services to vulnerable adults i.e. accommodation and nursing or personal care in a care home or within a vulnerable adult’s home or services provided in an establishment catering for a person with learning disabilities
* Employment concerned with the provision of health services, within the National Health Service or otherwise, which involves access to patients
* Any occupation that concerns the management of an abortion clinic or private hospital or nursing home
* Any occupation for which a Certificate of Fitness to keep explosives is required
* Firearms dealer
* Any occupation requiring a licence, certificate, or registration from the Gaming Board of Great Britain
* Director, controller, or manager of an insurance company.