

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Return this form to: Thame Town Council, Town Hall, High Street, Thame, Oxon OX9 3DP.
Tel: 01844 212833 e-mail: recruitment@thametowncouncil.gov.uk.

POSITION APPLIED FOR _____

Surname

Forename(s)

Title

Address (including postcode):

Email:

Home Telephone No.

Mobile No.

NI No.

Current driving licence Yes/No

Details of
endorsements

Groups: Expiry Date:

Are you legally entitled to work in the UK? Yes No (if no please provide details)

EDUCATION HISTORY

Schools/Colleges/University	Dates	Qualifications gained
Other training	Dates	Qualifications gained

OTHER COMMITMENTS

Please detail any other employment and/or public or voluntary commitments you would continue with if you were to be successful in obtaining this position.

EMPLOYMENT HISTORY (please complete in full and use a separate sheet if necessary)

Name and address of Employer	Dates	Job Title and Duties	Rate of Pay	Reason for leaving
Notice required in current post:				

REFERENCES

1. Work related	2. Character
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LEISURE

Please detail your leisure interests, sports and hobbies, other pastimes, etc.

CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service.

GENERAL COMMENTS

Please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification/job description) and any other relevant information.

HEALTH

Do you require any reasonable adjustments for the interview and selection process?

Yes No

If yes please provide details:

DECLARATION (Please read this carefully before signing this application)

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the council, any offer of employment may be withdrawn or my employment terminated.
3. I consent to my personal information to be used for the purposes of this job application.
4. I understand that canvassing of Members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

Signed: _____ Date: _____

Thame Town Council regards your privacy as important and the personal information you give to us will be used in accordance with our Data Protection Privacy Notice (Recruitment).