

BOGNOR REGIS TOWN COUNCIL

Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

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| **Job Details** | | | | |
| Post applied for: | Committee Administrator | | | |
| Where did you  see the post advertised? | (This will help us with advertising future posts) | | | |
| **Personal Details** | | | | |
| Family Name: | | Forename(s): | | |
| Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other): | | | | |
| Address:  Post Code: | | | | |
| Telephone numbers  Home: | | Mobile:  Work: | | |
| Personal email:  (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate) | | | | |
| **It is unlawful for us to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, we will ask you for evidence to satisfy Bognor Regis Town Council that you have the right to live and appropriate right to work in the UK.** | | | | |
| Do you require a work permit to work in the UK? | | | | Yes/No |
| **References**  *Please note references will only be taken up once an offer has been accepted by the successful candidate.* | | | | |
| Name: | | | Name: | |
| Job Title: | | | Job Title: | |
| Name of Organisation: | | | Name of Organisation: | |
| Address:  Post Code: | | | Address:  Post Code: | |
| Tel No: | | | Tel No: | |
| Email Address: | | | Email Address: | |
| How long have you known this person and in what capacity? | | | How long have you known this person and in what capacity? | |

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| **Present or Most Recent Employment** | | | | |
| **Name of Employer: Address of Employer:**  **Post Code:** | | | | |
| **Job Title:** | | | **Dates employed:** | |
| **Current or final salary:** | | | **Period of notice required:** | |
| *Please give a brief outline of your main responsibilities:* | | | | |
| **Previous Employment**  *Please list all previous employment in chronological order (most recent first)* | | | | |
| Dates from and to | Name & Address of Employer | Job Title and outline of main responsibilities | | Reason for leaving |
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| **Education & Qualifications**  *Please give details of all educational qualifications obtained and those currently being pursued* | | | |
| Name of School, College, University, etc | Dates attended from and to | Subjects studied / qualifications worked towards | Grades and year obtained |
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| **Training**  *This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments* | | |
| Course Title | Organisation | Dates |
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| **Membership of Professional Institutes** | | |
| Institute | Level of Membership | Year of Award |
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| **Other Experience**  *Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.* | |
| Experience | From/To |
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| **Information in Support of Your Application**  If further space is needed, please continue on a separate A4 sheet. |
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| **Rehabilitation of Offenders Act 1974** |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Bognor Regis Town Council’s Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not  necessarily be a bar to obtaining a position at Bognor Regis Town Council. |
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| **The Equality Act 2010** |
| We welcome applications from people with disabilities. If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job. |
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| **Additional Information** | |
| **Driving Licence:** | |
| Do you hold a current driving licence? Yes/No  If YES, please state the type of licence and categories you hold: | Are you a car owner? Yes/No  If NO, do you have access to a car? Yes/No |
| Do you have any current endorsements? Yes/No If YES, please specify: | |

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| **Declaration** |
| I confirm to the best of my knowledge and belief that the information I have given on this form is true and correct. I understand that the deliberate provision of any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or if I am appointed, may result in immediate dismissal without notice. I also acknowledge that canvassing of elected members of Bognor Regis Town Council, directly or indirectly, in connection with this job will disqualify me.  Signed: Date:  Name:  **Data Protection:** The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment. |