

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.

Job Details				
Post applied for:				
Where did you				
see the post	<u> </u>			
advertised?	(This will help us with advertisin			
	Persor	nal Details		
Family Name:		Forename(s):		
Preferred title (eg N	/lr/Mrs/Miss/Ms/Dr/Other):			
Address:				
Post Code:				
Telephone numbers		Mobile:		
Home:		Vork:		
Personal email:				
	s will be used to communicate wind , invitations to interview & outcome	th you throughout the recruitment proce mes where appropriate)	ss to send	
		migration 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:		Address:		
Post Code:		Post Code:		
Tel No:		Tel No:		
Email Address:		Email Address:		
How long have you known this person and in what		How long have you known this pers	on and in what	
capacity?		capacity?		

Present or Most Recent Employment			
Name of Emp	loyer:		
Address of E	Address of Employer:		
Post Code: Job Title:		Dates employed:	
Current or fin	al salary:	Period of notice required	:
Please give a	brief outline of your main res	ponsibilities:	
	Dec	the second second	
		vious Employment loyment in chronological order (most r	ecent first)
Dates from	Name & Address of	Job Title and outline of main	Reason for leaving
and to	Employer	responsibilities	

	all educational qualific Dates attended	cations obtained and those currently	
Name of School, College, University, etc	from and to	Subjects studied / qualifications worked towards	Grades and year obtained

Training This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments		
Course Title	Organisation	Dates

Membership of Professional Institutes		
Institute	Level of Membership	Year of Award

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	

Information in Support of Your Application If further space is needed, please continue on a separate A4 sheet.

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.

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.

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:		

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.