

**Redruth Town Consel An Dre**

**Council** **Resrudh**

# Civic Centre, Alma Place, Redruth, Cornwall TR15 2AT

Tel No: 01209-210038

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# APPLICATION FORM FOR EMPLOYMENT

**CONFIDENTIAL ONCE COMPLETED**

(Please complete this form using black ink)

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| Post Applied for: Grade:  Town Clerk SCP 48-52 (£57,854 - £64,335) (37 hrs p.w.) |

## PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Preferred title (e.g., 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, and outcomes where appropriate) | |

**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

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| --- | --- |
| It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. As part of the recruitment process you will be required to provide evidence of a passport or other documentation on the approved list to satisfy us that the Immigration, Asylum and Nationality Act 2006 is being complied with | |
| Do you require a permit to work in the United Kingdom?  If yes, please provide details: | YES/NO |

**ADDITIONAL INFORMATION**

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| --- | --- |
| Do you hold a full and current Driving Licence? | YES/NO |
| Are you able to provide your own transport? | YES/NO |
| To your knowledge. are you related to any Member or Officer of Redruth Town Council?  If ‘Yes’ please give details:  Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed you may be dismissed without notice. | YES/NO |

**REFERENCES**

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| Please give details of TWO Referees – One of whom SHOULD be your present employer (or last employer if unemployed) who will be contacted prior to interview if you are short listed unless you specify not to do so. PLEASE DO NOT USE RELATIVES.  Name: Name:  Address: Address:  Post Code: Post Code:  Tel. No.: Tel. No.:  Email: Email: |

**CURRENT OR MOST RECENT APPOINTMENT**

|  |
| --- |
| Name and address of present or most recent employer:   Position held:  Date of appointment:  Period of Notice required:  Brief outline of duties/responsibilities: |

**PREVIOUS EMPLOYMENT** (in chronological order)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employers Name & Address | Nature of Post (Job Title) | From | To | Salary/Grade | Brief Details of Post and Reason for Leaving |
|  |  |  |  |  |  |

**QUALIFICATIONS/COURSE/MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| School/College | Year Obtained | Qualifications |
|  |  |  |

**PREVIOUS EXPERIENCE**

|  |
| --- |
| Please give a description of your previous achievements and experience which qualify you for this post: |

**REASONS FOR APPLYING FOR THIS POST**

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| --- |
| Please outline your reasons for applying for this post: |

**OUTSIDE INTERESTS/HOBBIES**

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| --- |
| Please give a brief description of your hobbies/interests: |

## INTERVIEW ARRANGEMENTS AND AVAILABILITY

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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When could you start working for us?

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**DATA PROTECTION**

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| All information contained within this form will be treated as strictly confidential when used for recruitment. Please refer to our Privacy Notice for further information. However, we have a duty to protect the public funds we handle so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations who handle public funds. |

**DECLARATION**

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| --- |
| I declare that, to the best of my knowledge, the information I have provided on this form is complete and correct, and that it may be used for purposes registered by the Town Council under the Data Protection Act 2018. I understand that the withholding of relevant information or providing deliberately false or misleading information could result in the withdrawal of an offer of employment or dismissal without notice.  Signature: Date: 2023 |