



Creating Connections, Supporting Communities
Woughton Community Council

Application Form

PERSONAL DETAILS

Surname		(Mr/Mrs/Miss/Ms/ other)	
First Name(s)			
Address			
Postcode			
N.I. Number			
Tel. (home)	(Work)	Mobile	
Fax	Email		

CURRENT OR LAST EMPLOYER

Employer's Name		Position Held	
Address		Postcode	
Date Started		Date Finished	
Salary		Reason for leaving	

Please give a brief summary of duties:

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When would you be available for employment?

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PREVIOUS EMPLOYMENT

Please list your employment over the last 10 years, showing the **most** recent first

From	To
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Position Held	Salary
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Name of Employer	
Address of Employer	
Reason For Leaving	
Brief Summary of Duties	

From	To
-------------	-----------

Position Held	Salary
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Name of Employer	
Address of Employer	
Reason For Leaving	
Brief Summary of Duties	

Education (since age 11)

Dates	School, College, University etc	Examinations, subjects and Results

(Please note you will be required to produce evidence)

JOB RELATED TRAINING/PROFESSIONAL QUALIFICATIONS

Include membership of professional institutes, non vocational training and state standard and level achieved) Please list, detailing the most recent first

Dates	Awarding Body/Institute	Qualifications/Membership Level

(Please note you will be required to produce evidence)

SUPPORTING STATEMENT

Drawing upon your experience, skill, abilities and qualifications you should demonstrate their relevance to the job that you are applying for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for this position.

Please enter your information here (continue on a separate sheet if necessary)

REFERENCES

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate, one person should be your current or most recent employer. Please note that for certain posts the Community Council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

Name		Name	
Position		Position	
Relationship		Relationship	
Address		Address	
Postcode		Postcode	
Email		Email	
Contact before interview ?		Contact before interview?	

DISCLOSURE OF CRIMINAL CONVICTIONS

To apply for a position with Woughton Community Council you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974

I have no unspent convictions

I have attached details of unspent criminal convictions in a sealed envelope

(tick one only)

DISABILITY DISCRIMINATION ACT 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

- Do you have a disability you wish us to know about at this stage?

Yes No

ASYLUM & IMMIGRATION ACT 1996

Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and are able to produce documentation? Yes No

FURTHER INFORMATION AND DECLARATION

Canvassing

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Community Council? Yes No

If yes, please give name

Relationship

Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

(Note: The person specification will indicate what is required) Yes No

Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989. (WARNING: any person appointed to the authority having given false information will be liable to dismissal without notice).

Signed

Date

We regret that we are unable to reply to all applicants but would like to take this opportunity to thank you for your interest in this post. Therefore, if you do not hear from us within 28 days of the closing date, your application has been unsuccessful on this occasion.

ACTION FOR EQUALITY

Woughton Community Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

EQUALITIES MONITORING FORM

Woughton Community Council strives to be an Equal Opportunities employer. We aim to ensure that our Equalities Policy is being followed and that unfair discrimination is not taking place in recruitment. To help us monitor the effectiveness of this policy, we would be grateful if you would complete this section. The information will be treated with confidence and will be used for statistical purposes only. It will not be seen by those involved in the assessment of your application. Your co-operation in its completion is therefore welcome and helpful.

The monitoring form will be detached and will not be seen by any of the short listing panel.

How did you hear about this vacancy

Please specify:

Job Centre

Word of mouth

Other

Advertisement

Please state publication

Gender/ preferred Identity

Disability

The Disability Discrimination Act 1995 (DDA) defines disability as a “physical or mental impairment which has a substantial and long term adverse effect on the ability to carry out normal day-to-day activities”.

Do you consider yourself to have a

disability Yes No

EQUALITIES MONITORING FORM

Ethnic Origin

Ethnic origin is not usually a matter of nationality, place of birth or citizenship. It is about colour and broad ethnic groups. UK citizens can belong to any groups indicated. The codes used are the agreed 2001 Census codes.

- (a) White British
Irish
Any other white back-ground
- (b) Mixed White and Black
Caribbean
White and Black
African
White and Asian
Any other mixed
background
- (c) Asian or Indian
Asian British Pakistani
Bangladeshi
Any other Asian back-ground from within (c)
- (d) Black or Caribbean
Black British African
Any other Black back-ground from within (d)
- (e) Other ethnic Chinese
groups Any other ethnic group
not stated

Thank you for taking the time to complete this form.

