

**APPLICATION FOR EMPLOYMENT**

**POST APPLIED FOR: Chief Officer**

|  |  |  |
| --- | --- | --- |
| FIRST NAME(S): | | SURNAME: |
| ADDRESS:  POSTCODE: | | Do you have a car available for use at work?  YES NO (please circle) |
| Do you have a current driving licence?  YES NO (please circle) |
| CONTACT NO(S): |  | |
| EMAIL ADDRESS: |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **External Application** |  | **Internal Application** |  |

**Please ensure all sections of the application form is completed and return by email to: clerk@whitchurchcouncil.uk**

**CV’s will not be accepted.**

Are there any restrictions on your employment, e.g. do you require a work permit? **YES/NO\***

\*If you answered YES please supply details on a separate sheet of paper.

|  |
| --- |
| Have you spent a significant period (6 months in past 3 years) of time spent abroad?  YES  NO  If yes, please provide details: |

**CRIMINAL** **CONVICTIONS**

Do you have any criminal convictions which are not yet regarded as ‘spent’ under the Rehabilitation of Offenders Act 1974 or are there any proceedings against you? (Please circle).

**YES NO**

If YES, please provide details:

**RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE**

Hobbies and Interests

To your knowledge, are you related to any member or employee of Whitchurch Town Council? (Please circle).

**YES NO**

If YES, please provide details:

NB: Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed, may be dismissed without notice.

**EDUCATION & TRAINING (from age 11) Please provide details of qualifications achieved**

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS**  **(Type & Subject)** | **NAME OF SCHOOL,**  **COLLEGE, UNIVERSITY.** | **GRADE / LEVEL ATTAINED** |
|  |  |  |

**TRAINING**

Please give details of any training you may have undertaken which may be relevant to the post applied for

**MEMBERSHIP OF PROFESSIONAL BODY**

|  |  |  |
| --- | --- | --- |
| **NAME OF PROFESSIONAL BODY** | **LEVEL OF MEMBERSHIP** | **DATE ACHIEVED MM/YY** |
|  |  |  |

**WORK HISTORY**

**PRESENT EMPLOYER:**

|  |  |  |
| --- | --- | --- |
| **NAME & ADDRESS OF EMPLOYER** | **POSITION HELD & BRIEF OUTLINE OF DUTIES** | **PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING** |
|  |  |  |

**PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.**

|  |  |  |
| --- | --- | --- |
| **NAME & ADDRESS OF EMPLOYER** | **POSITION HELD & BRIEF OUTLINE OF DUTIES** | **PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING** |
|  |  |  |

**Continue on a separate sheet if necessary.**

**Please tell us why you consider you are a suitable candidate for this appointment.**

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure you state your skills and experience in relation to the main duties and responsibilities in the Job Description and the key criteria in the Person Specification.

**C**

**Continue on a separate sheet if necessary.**

**REFERENCES**

Two references are required both of whom should be able to comment on your work/career background. Please include your most recent employer.

|  |  |
| --- | --- |
| **FIRST REFEREE** | **SECOND REFEREE:** |
| NAME: | NAME: |
| ADDRESS: | ADDRESS: |
| TEL NO: | TEL NO: |
| EMAIL: |  |
| How long have they known you? | How long have they known you? |
| In what capacity? | In what capacity? |
| Can the person be contacted prior to interview?  YES NO | Can the person be contacted prior to interview?  YES NO |
| Notice to be given to terminate present employment? | Please indicate where you saw the advertisement for the post: |
| I confirm that the information provided is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.  SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**Diversity Monitoring**

At Whitchurch Town Council we acknowledge that everyone is different. The diversity of our people, our partners and the communities we work in is reflected by their range of differences, qualities and needs.

We are committed to creating a workforce that reflects the society we live and work in. We are also committed to creating an inclusive workplace culture that supports diversity and inclusion allowing all colleagues to bring their whole selves to work, without fear.

We are proud to be an equal opportunities employer that values and respects the people who work for us. Our aim is to be an employer of choice, enabling everyone to reach their full potential.

We believe achieving equality, diversity and fairness of opportunity is our shared responsibility and we work hard to ensure that as an organisation, we are all accountable for its delivery.

In order to assist us to monitor and evaluate the delivery of our vision we would appreciate it if you will complete this monitoring form by placing a √ in the appropriate box within each category. If you do not wish to complete any section of this form, please leave it blank.

This monitoring form will not be seen by those involved in the recruitment process, only your contact details will be passed on if you are being invited to an interview. The other information provided will be used for statistical purposes only to ensure that our recruitment processes uphold our commitment to equality of opportunity.

Whitchurch Town Council is committed to protecting the privacy and security of your personal data. For further information please refer to our Privacy Notice which can be viewed here:

<https://whitchurchcouncil.uk/wp-content/uploads/2018/12/Privacy-Notice.pdf>

**GENDER IDENTITY**

What is your gender identity? Please tick the appropriate box.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Male (including trans male) |  | Female (including trans female) |  | Non binary |  | Other |  |
| If Other, please specify: |  | |

Is your gender identity the same as assigned to you at birth?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Single |  | Divorced |  | Widowed |  | Married |  | Civil Partnership |  | Dissolved civil partnership |  |

**MARITAL STATUS**

**ETHNIC GROUP**

Which category best describes your ethnicity? Please tick the appropriate box to indicate your ethnic background.

| *White* | British |  |  | *Black or*  *Black British* | Caribbean |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Irish |  |  |  | African |  |
|  | Other white background |  |  |  | Other black background |  |
|  | | | | | | |
| *Mixed* | White & Black Caribbean |  |  | *Asian or*  *Asian British* | Indian |  |
|  | White & Black African |  |  |  | Pakistani |  |
|  | White & Asian |  |  |  | Bangladeshi |  |
|  | Other mixed background |  |  |  | Other Asian background |  |
|  | | | | | | |
| *Chinese* | |  |  | *Other ethnic group, please specify:* | |  |
| *Prefer not to say* | |  |

**DISABILITY**

Do you consider yourself to have a disability or impairment that has (or would have without treatment) a long term adverse effect on your ability to carry out one or more day to day activities?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes |  | No |  | Prefer not to say |  |

If yes, please advise of any reasonable adjustments you require for the purposes of the recruitment exercise:

|  |
| --- |
|  |

**SEXUAL ORIENTATION**

Which of the following options best describes your sexual orientation?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Bi-sexual |  | Questioning/Unsure |  | Asexual |  |
| Gay |  | Lesbian |  | Prefer not to say |  | If Other, please specify: |  |

**RELIGION OR BELIEF**

Which category best describes your religion or belief? Please tick the appropriate box.

| Atheist |  | Buddhist |  | Christian |  | Hindu |  | No Religion |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Judaism |  | Muslim |  | Other |  | Sikh |  | Prefer not to say |  |
| If Other, please specify: | | |

**General Data Protection Regulations (Service)**

**Consent to hold Contact Information**

Your personal information is being processed by Whitchurch Town Council We are committed to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

**Description of processing**

The following is a broad description of the way this council processes personal information:

**Reasons for processing information**

We process personal information to enable us to complete our recruitment process.

**Type of information processed**

We process information relating to the above purposes. This information may include personal details such as:

* Personal details
* Education details
* Employment details

**Who the information is processed about**

We process information about prospective employees.

**Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and with other organisations. Where this I necessary we are required to comply with all aspects of GDPR. We may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with: Business associates, professional advisers:

* Family, associates and representatives of the person whose personal data we are processing
* Local and central government
* Financial organisations
* Ombudsmen and regulatory authorities
* Credit reference and debt collection agencies
* Healthcare professional, social and welfare organisations
* Current, past or prospective employers

|  |  |
| --- | --- |
| Retention Period | For unsuccessful applicants, personal data will be held for a period of six months following the conclusion of the recruitment process. For successful applications, personal data will be retained throughout their employment and for six years after employment ceases. Financial information will be held for 13 years in respect of pension provision. |
| Where stored: | Electronic, paper |
| Authority: | Whitchurch Town Council |
| Information Asset Owner: | Whitchurch Town Council |
| Location Held: | Electronically and Secure File |
| Permanent Preservation: | No |
| Sensitive Personal Data: | Yes |

Rights of Data Subjects

|  |  |
| --- | --- |
| The right to be informed | Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed. |
| The right of access | Data subjects have the right to learn what PII is held on them by whom and why |
| The right of rectification | Data subjects can request corrections to their PII |
| The right to erase | Data subjects can request to be forgotten |
| The right to restrict processing | Data subjects can ask organisation to stop processing their PII |
| The right to data portability | Data subjects can ask for their PII in machine readable format or to have it sent to another organisation |
| The right to object | Data subjects can object to organisation processing their PII |
| Automated decision making and profiling | Protection against targeted marketing and decision making |

If you wish to receive more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at: [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk)

Please sign and date below to confirm you understand and agree with our privacy policy.

Signature: Date: