



# whitchurch town council

Unit 6, The Hollies, Chester Road, Whitchurch, SY13 1LZ Tel: 01948 665761

Web: [whitchurchtowncouncil.gov.uk](http://whitchurchtowncouncil.gov.uk) | Social: @wtcwhitchurch | Email: [info@whitchurchcouncil.uk](mailto:info@whitchurchcouncil.uk)

## APPLICATION FOR EMPLOYMENT

**POST APPLIED FOR: Facilities Officer (Public Realm)**

<b>First Name(s):</b>	<b>Surname:</b>
<b>Address:</b>	Do you have a car available for use at work? YES / NO
<b>Postcode:</b>	Do you have a current driving licence? YES / NO
<b>Contact No.:</b>	
<b>Email Address:</b>	

### PRESENT EMPLOYER:

Name and Address of Employee	Position Held and Brief Outline of Duties	Present Salary, Scale/Grade and Reasons for Leaving

**PREVIOUS EMPLOYERS**

*Most recent first, showing any gaps in employment and indicate what you were doing in that time including voluntary work*

Name and Address of Employee	Position Held and Brief Outline of Duties	Salary, Scale/Grade and Reasons for Leaving

**ELIGIBILITY TO WORK IN THE UK**

We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or birth certificate to confirm this. (Further details are available from the UK Border Agency Website).

Do you have a legal right to live and work in the UK? YES / NO

**EDUCATION (from age 11+)**

Name and Address of School, College, University	Qualifications and Grades	Date of Leaving

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Continue on a separate sheet if necessary.

### MEMBERSHIP OF PROFESSIONAL BODIES

Association	Membership Type and Registration Number	Expiry Date

### TRAINING

Course Title	Awarding Body and Result	Date Completed

Continue on a separate sheet if necessary.

**SUPPORTING INFORMATION**

*Review the job description and person specification and give details of any relevant experience, skills and attributes (required)*

A large, empty rectangular box with a thin black border, intended for the applicant to provide supporting information as requested in the text above.

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

**REFERENCES**

*Please provide two referees, one of whom must be your current or most recent employer. If you do not have employment history then please provide an education reference. Whitchurch Town Council do not accept personal references. References may be taken up prior to an interview without seeking further permission from you. We reserve the right to approach your current and any previous employer.*

*It is important to note that failure to provide sufficient referee details will delay the appointment, should you be successful. Try to ensure that you provide official organisational email addresses/postal addresses for referees.*

<b>First Referee</b>	<b>Second Referee</b>
Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Relationship:	Relationship
Address:	Address:
Telephone No:	Telephone No.
Email:	Email:
Can the person be contacted prior to interview?  YES / NO	Can the person be contacted prior to interview?  YES / NO

**RELATIONSHIP TO TOWN COUNCIL EMPLOYEES OR ELECTED MEMBER**

Are you related to any employee or council member of Whitchurch Town Council? Canvassing or failure to make proper disclosure may disqualify you for the appointment, and if appointed, shall render you liable to dismissal without notice. YES / NO

If YES, please provide details:

## DECLARATION

Self-declaration of suitability to work in posts requiring a Disclosure and Barring Service Check

Where this post meets the definition of Regulated Activity (as defined in the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) the relevant barred list(s) for children and adults will also be checked. You must disclose details of all unfiltered reprimands, formal warnings, cautions and convictions as these will be disclosed by the DBS.

Details of positions requiring a DBS certificate can be found here:

<https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>.

Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer in relation to this form.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance?" YES / NO

If yes, please provide details:

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks (DBS Checks) in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By ticking the box you consent to a DBS Check(s) being made: YES / NO

## DATA PRIVACY STATEMENT

Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26th May 2018) Whitchurch Town Council is collecting Personal Identifiable Information to enable it to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1)b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2)b).

If you are successful and subsequently appointed this information will be use for the purpose of: contractual obligations as an employer to keep you informed on matters relating to your employment detection and prevention of fraud and over payments from the public purse completion of statutory returns improving the management of its workforce data across the sector enabling development of a comprehensive picture of the workforce and how it is deployed informing the development of recruitment and retention policies allowing better financial modelling and planning enabling monitoring of protected characteristics to support compliance with the Equality Act 2010.

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with the Council, the Council will retain this information for the period of your employment and following 6 years following the termination of your employment.

Your personal data will be retained for 6 months from when you are appointed and once it reaches its retention end date your information will be deleted. If you are unsuccessful in obtaining employment your data will be retained for 6 months from the time you are made unsuccessful. Once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

Whitchurch Town Council will not share any Personal Identifiable Information collected with external organisations unless required to do so by law. For further details on the council's privacy arrangements please view the privacy page on the council's website page, <http://www.whitchurchtowncouncil.gov.uk>

### **CANDIDATE DECLARATION**

I hereby consent to Whitchurch Town Council processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only.

I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.

I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

### **Data Privacy Statement (required)**

I agree that I have read, understand and consent to the Data Privacy Statement YES / NO

Signed:

Date:

**PLEASE SEND COMPLETED APPLICATIONS MARKED "PRIVATE AND CONFIDENTIAL" TO:**

**MIKE MCDONALD  
PROPER OFFICER  
WHITCHURCH TOWN COUNCIL  
UNIT 6, THE HOLLIES  
CHESTER ROAD,  
WHITCHURCH, SHROPSHIRE  
SY13 1LZ**

**OR EMAIL [CLERK@WHITCHURCHCOUNCIL.UK](mailto:CLERK@WHITCHURCHCOUNCIL.UK)**