



HAVERHILL  
TOWN COUNCIL

## HAVERHILL TOWN COUNCIL

CONFIDENTIAL

# APPLICATION FORM

Please Complete in type or black ink (refer to guidance notes for help)

Post Title \_\_\_\_\_

### Part A Personal Details

Full Name \_\_\_\_\_

Email Address \_\_\_\_\_

Street Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ (day) \_\_\_\_\_ (eve)

I have the right to work in the UK  Yes  No

National Insurance Number \_\_\_\_\_

### Part B Education and Training

Please give brief details of courses attended and examination results, including work-based training.

Name of establishment	From	To	Examination results (subject, level, grade)

**Part C Present or most recent employment**

Name and address of employer \_\_\_\_\_  
\_\_\_\_\_

Post held \_\_\_\_\_

Date started \_\_\_\_\_ Until \_\_\_\_\_ Salary \_\_\_\_\_

Key roles/achievements

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Employment history (next most recent first)**

Name and address of employer \_\_\_\_\_  
\_\_\_\_\_

Post held \_\_\_\_\_

Date started \_\_\_\_\_ Until \_\_\_\_\_ Salary \_\_\_\_\_

Key roles/achievements

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name and address of employer \_\_\_\_\_  
\_\_\_\_\_

Post held \_\_\_\_\_

Date started \_\_\_\_\_ Until \_\_\_\_\_ Salary \_\_\_\_\_

Key roles/achievements

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Continue on a separate A4 sheet if necessary

**Part D Experience/relevant skills/further information**

Use this section to show how well you meet each of the short-listing criteria for the job as set out in the enclosed person specification, drawing on all aspects of your education and experience, including paid or unpaid employment, and voluntary work. (Continue on a separate sheet if necessary).

**Part E Present or most recent unpaid activity**

Name and address of organisation \_\_\_\_\_  
\_\_\_\_\_

Your position \_\_\_\_\_

Date started \_\_\_\_\_ Until \_\_\_\_\_ Average time commitment per month \_\_\_\_\_

Main duties/responsibilities/achievements

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Do you hold a current driving licence?  Yes  No

If yes, please specify type of licence and classes of vehicle \_\_\_\_\_

### Part F Verification of employment or education record

Please give names and addresses of two people who can verify your employment record. One should be your present/most recent employer.

Name _____	Name _____
Address _____	Address _____
Email: _____	Email: _____
Position held _____	Position held _____

If you have not been in paid employment please give the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

Please tick this box if you do not wish the Council to approach your present employer until, and if, a firm offer of employment has been made.

### Relatives/other interests

Canvassing of Councillors or officers will disqualify you.

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

If yes, please give brief details \_\_\_\_\_

If appointed, do you have any business and/or financial interests, which might conflict with the duties of this post?  Yes  No

If yes, please give brief details \_\_\_\_\_

### Rehabilitation of Offenders Act

You do not generally have to disclose details of spent convictions.

Have you ever been convicted of any criminal offence?  Yes  No

If yes, please give details of conviction(s) and date(s) \_\_\_\_\_

Please continue on a separate sheet if necessary.

### Declaration

I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## MONITORING DETAILS & GUIDANCE NOTES

The Town Council has an Equal Opportunities Employment Policy to ensure that all applicants are treated fairly and are appointed solely on their suitability for the post irrespective of race, sex, disability, sexuality, age or unrelated criminal conviction. All stages of the recruitment process are monitored to check that unfair discrimination is not taking place. Please complete the following by ticking the relevant boxes. (Please read enclosed guidance notes).

I would describe my race or ethnic origin as:

White       White Irish       White other: please specify \_\_\_\_\_

Black African     Black Caribbean     Black other: please specify \_\_\_\_\_

Indian       Pakistani       Bangladeshi       Chinese

Other Asian: please specify \_\_\_\_\_

Any other group: please specify \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I have a disability I would like the Council to know about       Yes       No

I have special requirements you will need to take into account  
In testing/interview       Yes       No

Please state where you saw this position advertised

\_\_\_\_\_

### Guidance notes

#### GENERAL

Please make sure that your application is received by the closing date and time indicated in the advert. In order to be fair to all candidates, you will only be considered for interview on your ability to demonstrate how you meet each of the short-listing criteria on the person specification. Make this as easy as possible for the interview panel to follow.

#### Process:

For Casual Employment:

If you are applying on an ad-hoc basis to become one of the people on our list of staff who may be offered shift work (and are under no obligation to accept shifts), you will be required to complete the same paperwork as if you were applying competitively for a single post.

For competitive Recruitment:

The interview panel will first shortlist candidates for interview on the basis of 'best fit' to the person specification alone. If you are invited to interview you will be asked a series of behaviour-based questions based on your life-experience of the sort of work associated with the role you have applied for. It is important to note that we are unlikely to be expecting an applicant to currently hold an identical role already, so your ability to demonstrate transferable skills taken from your previous employment, education, your domestic life or volunteering roles will be critical in convincing the panel you are the best choice of candidate.

## **Specific guidance on Part A – Right to work**

### **Passport:**

Section 21 of the Immigration Act 2006, makes it a criminal offence to employ a person subject to immigration control unless they have valid permission to be in the UK or are employed in a category where permission is not required. We will carry out a 'Right to Work' check to ensure we comply with the legislation. If you are unable to supply a valid passport you will be asked for alternative evidence, e.g. A current residency document showing that you are entitled to live and work in the UK, birth certificate confirming birth in the UK or Republic of Ireland plus a National Insurance number, or a letter from the Home Office confirming that you are allowed to work in the UK. Contact us for further guidance if necessary.

### **Current Immigration Status Document:**

This is normally required for citizens of countries outside the EU who do not have UK residence. For further details consult the regulations available from the Home Office, Immigration Compliance & Enforcement, Custom House, Viewpoint Road, Felixstowe, Suffolk IP11 3RF  
Phone: 01394 303044

## **Part F**

One of your referees must be your present employer and a manager rather than a colleague. If you are seeking your first post after education or training, your college tutor or head teacher will be appropriate. If unemployed, your most recent employer should be given unless you have been out of work for some time in which case please provide the name of someone in a position to comment on your ability to do the job. References may be taken up before interview unless you indicate otherwise in the box provided.

Declaration of business or other interests will not necessarily disqualify you from consideration but you are required to indicate any interest that may place you in conflict with the Council. You will be required to complete a declaration as a condition of appointment.

To avoid allegations of bias, candidates must disclose a relationship with any Haverhill Town Councillor who might be involved in the recruitment process. Failure to do so will render the candidate liable to be disqualified from further consideration or summarily dismissed from their appointment.

### **Rehabilitation of Offenders Act:**

Failure to disclose relevant convictions could result in your dismissal.

## **MONITORING DETAILS & GUIDANCE**

We take seriously our commitment to ensure that the constituency of our staff can reflect the demographics of our town. This information is used to monitor the effectiveness of the Council's Equality and Diversity Policy. It is not used in the short-listing process and will not discriminate against your selection.

### **Race:**

Other - this category can be used for persons of mixed race who choose not to classify themselves elsewhere.

### **Disability:**

The Equalities Act 2010 defines disability as a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. If you fall within this definition we ask that you indicate any adjustments we need to make, to ensure the testing or interview is done fairly.