



APPLICATION FORM DARTMOUTH TOWN COUNCIL

Return this form to:

Dartmouth Town Council, The Guildhall, Victoria Road, Dartmouth, TQ6 9RY

Position applied for	
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How did you hear about this position?	
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Personal Details

Title	
Surname	
Forenames	
Address	
Postcode	
Home Phone Number	
Work Phone Number	
Work Phone Number	
NI Number	
Email address	

Please state any special requirements needed, either at your interview or in your place of work	
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Current driving license	Yes / No
Details of any endorsements	

Eligibility to work in the UK

Do you need a work permit?	Yes / No
If yes, do you have a work permit?	
What type is it?	
Please state number	

Education (Proof of achievement may be required)

Establishment	From	To	Qualifications Gained
Schools:			

Colleges/Universities:			

Professional, Technical or Occupational Training (Proof of achievement may be required)

Establishment	From	To	Status or Qualifications Gained

Membership of Professional Institutions or Bodies

Institution	Comments

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ICT

Please list software packages you are familiar with and competence level (ie basic, good, advanced)

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Employment History

Please list below full details of your employment history starting with your **current** or **last** employer, working backwards to your first employer. If necessary, please insert additional boxes.

Current (or most recent) Employment

Name of employer	
Dates of employment	
Position and main duties	

Previous Employment

Name of employer	
Dates of employment	
Position and main duties	

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Name of employer	
Dates of employment	
Position and main duties	

Name of employer	
Dates of employment	
Position and main duties	

Other Details

Please state your leisure activities including any clubs or associations to which you belong

Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service.

Health

Do you require any reasonable adjustments for the interview and selection process?

If yes please provide details:

Holidays

Please indicate any holidays that you have booked previous to this interview.

Availability

Please indicate your availability to take up this post if you were to be appointed ie. date/notice period required for current employer

Suitability

Please provide evidence of how your skills and experience relate to the position. This evidence should include examples, where appropriate, from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview.

References

Two references are required for external candidates. One referee should be your current employer or if you are currently not working, your last employer. Please indicate the context of your association with each referee.

	Reference 1	Reference 2
Name		
Job Title		
Company		
Relationship		
Email		
Address		
Post Code		
Tel. No		

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the council, any offer of employment may be withdrawn or my employment terminated.
3. I consent to my personal information to be used for the purposes of the job application.
4. I understand that canvassing of Members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

Signed

Dated

The information you have provided will be handled and processed in accordance with the Data Protection Act 1998.

Return to:

Email: Clerk@dartmouthtowncouncil.gov.uk

Postal: The Town Clerk
Dartmouth Guildhall
Victoria Road, Dartmouth
Devon, TQ6 9RY