



Job Application Form

Please complete all sections of the form using black ink or type.

The outside pages of this application form (which contain all your personal details and the equal opportunities information) will be detached and retained in HR. This ensures that your application is dealt with objectively. Please complete these pages even if you are submitting a CV.

Data Protection Act

Information from this form will be processed in accordance with the Data Protection Act 2018. In signing it you agree to this data being held and processed and if appointed to the job you also agree to further personal information, including sensitive data (e.g. bank details, medicals, etc) being held and processed by Nantwich Town Council in accordance with the Act.

Title of job applied for

Title of job applied for:	Ref:
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Personal Details

Mr/Mrs/Miss/Ms/Dr	First Names:	Known as:
Surname:	NI Number:	
Previous Surname(s):		
Address:		
Post Code:		

Telephone Numbers

Home:	Work:
Mobile:	E-mail address:
May we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
How can we contact you? Telephone / E-mail / Mobile	

Where did you first see the advertisement for this job? If a newspaper, please state which one.

References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job. For internal candidates, references are to be provided by current line managers. Please nominate who that is under present/most recent employer.

Please let your referees know that you have quoted them as a referee, to expect a request for a reference and clarify how best to contact them e.g. letter, e-mail, should you be shortlisted.

Present/most recent employer*

Previous employer/other

Organisation: _____

Organisation: _____

Name: _____

Name: _____

Role in Organisation: _____

Occupation: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Phone No: _____

Phone No: _____

E-mail: _____

E-mail: _____

Preferred method of communication:

Letter E-mail

Letter E-mail

In what capacity does the referee know you?

In what capacity does the referee know you?

• Employer/former employer

• Employer/former employer

• Colleague/former colleague or manager but the reference is given on a personal basis

• Colleague/former colleague or manager but the reference is given on a personal basis

• Personal

• Personal

If the referee knows you by a different name please state: _____

* If you have not had previous employment, please provide details of another referee.

A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement

Please do not contact my present/most recent employer

Job Application Form

CVs will only be accepted in place of pages 3, 4, 5 and 6 if the information requested in these sections is covered. Please write the reference number at the top of your CV. Please restrict your CV to a maximum of 4 A4 pages. You should not include the equal opportunities information on your CV.

Title of job applied for:	Ref:
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Name:

Current/Most Recent Appointment	
Title of current Job:	Start Date:
Current Employer:	Salary Range:
Employer Address:	Current Salary: £
Permanent or temporary contract:	Notice Required:

Main Responsibilities

Job related training
Brief details and dates of any training courses attended, excluding further education.

Current memberships of institutions/professional bodies
Please state level of membership, i.e. Graduate, Fellow, and membership number.

Employment History

(Most recent first)

Name of Employer, type of
Business and job title

Dates

Duties and reason for leaving

Relationship to Councillors or employees

If you have any personal relationship to any employee of Nantwich Town Council, or to a Nantwich Town Councillor, please give their name and relationship. This does not stop a Councillor or employee giving a reference. (Any approach to Councillors or other employees to influence a selection decision will disqualify you).

If Councillor: Name _____

Relationship _____

If Employee: Name _____

Relationship _____

Work location _____

Their present job _____

Education and training

Please give details of schools and colleges attended from age eleven, including part-time education and other courses.

Secondary education
(name and town of school)

Dates
from / to

Qualifications gained or for
which you are studying

Grade attained

Education and training after
school (name and town of
college/university)

Other Information

Additional skills e.g. languages sign language, keyboard skills.

Do you have a valid driving licence? Yes No

If yes, please state type of licence _____

Does your licence have any endorsements or penalty points? Yes No

If yes, please give details _____

Supporting Information

Please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

If you require more space please attach a separate sheet.

Activities and interests away from work which may be relevant to the job applied for.

DIVERSITY

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Gender: Male Female

Marital Status: Married Civil Partnership Single

Date of Birth: _____ **Age:** _____

Please indicate your ethnic origin

White:

White British

White Irish

Any other White

Mixed:

Mixed White/Black Caribbean

Mixed White/Black African

Mixed White/Asian

Other Mixed

Asian

Indian

Pakistani

Bangladeshi

Other Asian

Black or Black British:

Black Caribbean

Black African

Other Black

Other:

Chinese

Gypsy/Traveller

Other

Nationality (Please State)

How would you define your sexual orientation?

Bisexual Gay Heterosexual Lesbian Prefer not to say

What is your religious belief?

Buddhist Christian Hindu Jewish Muslim Sikh

No religion Other (please specify) _____ Prefer not to say

Disability: The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities". If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? **Yes** **No**



Have you any unspent convictions? If so please give details.

If between the completion of this application form and taking up a job with the Council you are convicted of a criminal offence you must inform the Council of this.

The Rehabilitation of Offenders Act (only complete this section if instructed to do so on the Job Description and Person Specification enclosed with this form)

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.

The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must, therefore, disclose whether you have any previous convictions, whether or not they are spent.

Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However you should note that only convictions that are relevant to the job in question will be taken into account.

Do you have any spent criminal convictions? **Yes** **No**

If yes please state:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for this job.

Criminal Record Bureau

Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Criminal Records Bureau.

Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.

A copy of the Criminal Records Bureau Code of Practice is available on request.
Further information about the Disclosure process can be found at www.disclosure.gov.uk

I certify that the details on this application form and any supplementary information attached are true as far as I know. I understand that if I give false information or withhold relevant information, it could result in my dismissal.

Signed

Date

Privacy Notice

Nantwich Town Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your recruitment and possible future employment with us.

Information Held About you

As part of the recruitment process it is necessary for us to collect and hold personal information about you. This information will include:

- Your name, address, home and mobile telephone numbers, email address and other relevant contact information;
- Previous employment details including qualifications, experience, employment history and interests;
- Equal Opportunity information including race, ethnic origin, gender, date of birth and disabilities;
- Information regarding any criminal record you may have;
- Details of at least two referees.

We may collect the following additional information after the shortlisting stage and before making a final decision to recruit:

- Information regarding your academic and professional qualifications;
- Information to enable us to verify your right to work and suitability for the position;
- A copy of your driving licence.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Nantwich Town Council and Afford Bond who supplies payroll services to the Town Council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:

- Take steps to enter into a contract of employment;
- Comply with our legal obligations (salary payments, HMRC, pensions);
- Ensure that the information we hold about you is kept up to date;
- Deal with any Employee/Employer related disputed that may arise;
- Provide human resources support.

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Carrying out of a contract to which you are a party;
- Our legal obligation under employment legislation;
- The performance of a task carried out in the public interest; and
- For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

Who we will share your information with?

We may share your information with partner organisations, including:

- The Payroll Services Afford Bond;
- Our Employees, agents and professional advisors;
- With other third party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. If you are unsuccessful we will keep your information for six months. If you are employed your information will be kept for six years after termination of employment. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to the Town Clerk, Nantwich Town Council, Civic Hall, Market Street, Nantwich, CW5 5DG. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact the Nantwich Town Council, Nantwich Civic Hall, Nantwich, CW5 5DG in the first instance.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>