



Application for Employment Civic Hall Assistant

Please use **BLOCK CAPITALS** and continue on a separate sheet(s) if space is inadequate

Personal Details:

Forename: _____	Surname: _____
Address: _____	
_____	Postcode: _____
Telephone: _____	Mobile: _____
E-mail: _____	
<i>Please delete as appropriate:</i>	
Do you have a current valid driving license?	YES NO
Do you have access to a car?	YES NO
If you have a driving license is it:	PROVISIONAL FULL HGV
Details of position applied for:	
How did you learn of this vacancy?	

Health:

Approximately, how many sick days have you had in the past two years?
Do you require any reasonable adjustments for the interview and selection process? If yes, please give details below.

Experience and other information:

Please tell us what skills and personal qualities you have to enable you to work successfully in this role, relating your experiences, achievements and abilities to the post – you may add up to 2 further sheets of A4 if you wish.

Education Details

Please give details of all secondary education including examinations take (with results).		
Schools / Colleges	Courses / Exams	Qualifications / Grades obtained and Date
State any other achievements during educational:		
<i>Please be prepared to provide certificates of pass etc.</i>		

Further/Higher Education Details

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence course, etc.).		
University / FE College	Course / Exams	Qualifications obtained Grade and Date
<i>Please be prepared to provide certificates of pass etc.</i>		

Professional body Membership

Please give details of membership of any professional body, including the grade of membership and award date

Training:

Please give details of any courses you have completed which you think are relevant to this post.

Employment Details

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. <i>Please continue on a separate sheet of paper if necessary</i>
Current/Last Employer:
Name:
Address:
Postcode:
Email:
Position held:
Outline of duties/key achievements:
Dates employed:
Reason for leaving:
Notice period:

Previous Employer (1)
Name:
Address:
Postcode:
Email:
Position held:
Outline of duties/key achievements:
Dates employed:
Reason for leaving:

Previous Employer (2)
Name:
Address:
Postcode:
Email:
Position held:
Outline of duties/key achievements:
Dates employed:
Reason for leaving:

References:

Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, references will not be contacted without your agreement.
Reference (1)
Name:
Address:
Postcode:
Email:
Telephone:

Reference (2)
Name:
Address:
Postcode:
Email:
Telephone:

Right to work in UK

Are you legally entitled to work in the UK?	YES	NO
<i>We will require evidence of this prior to commencing employment</i>		

Criminal Record

Have you ever been convicted of a criminal offence?	YES	NO
Declaration subject to the Rehabilitation of Offenders Act 1974		
If YES, please give details:		

Interests, Hobbies, Sports

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

Holiday Commitment

Please give details of any holiday commitment you have over the next 12 months.

Data Protection:

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed: _____

Date: _____

Undertaking:

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed: _____

Date: _____

Please send this form along with the equal opportunities form to Andre Silva (asilva@didcot.gov.uk) or by post to Didcot Civic Hall, Britwell Road, Didcot, OX11 7JN as soon as possible.