HAILSHAM TOWN COUNCIL
APPLICATION FORM

*Please complete **all** this form by hand in **black ink** and use the same size paper (A4) as continuation sheets*

Job Details

Job Title: _____ Closing Date for application:

Location: _____

Full Time/Part Time Permanent/Fixed Time Contract

Personal Details

Surname: _____ Address: _____

Maiden Name or Previous Names:_____ _____

_____ _____

Mr/Mrs/Miss/Ms/Other: _____ _____
(Please state)

E mail address: _____

First Names: _____ Correspondence Address *(if different from above)*: __

_____ _____

National Insurance No.: _____ _____

Telephone Number: Daytime: _____

Home: _____ Mobile: _____

Present Employment

Name and address of employer: Job Title: _____

_____ Date started current post: _____

_____ Date commenced with employer: _____

_____ Salary/Wage/Benefits: _____

_____ Notice Required: _____

Briefly describe your present job; its main purpose and your responsibilities:

Previous Employment

Please list in chronological order (most recent first). *Include permanent and temporary work, service with HM Forces, voluntary work and work experience.*

Name and Address *(including County and nature of business)*	From / To *(exact dates)*	Position and Salary	Reason for Leaving

Education and Qualifications

From Age 11 onwards, and please state whether full (F) or part (P) time

Name of School, College, University etc.	From / To	F/P	Subjects studied *(with grades and year taken)*

Other Experience

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include, eg. Unemployment or voluntary work. Please state this information in chronological order.

Experience	From / To

Training

This includes government training schemes, apprenticeships, short courses, projects and secondments.
Please also include trade/professional training and give date of completion.

Course Title	Organisation	From / To

Membership of Professional Institutes

Please indicate whether membership is by examination

Institute	Level of Membership	Year of Award

Driving Licence

Do you hold a current Driving Licence? Yes No

If YES, please state the type of licence you hold: _____

Do you have any current endorsements? Yes No

If YES, please specify: _____

Why are you applying for this job?

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests.
(*Use a separate sheet if necessary)*

Declaration by Applicant

The Working Time Regulations 1998

Regulations on Working Time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Council working practices and procedures are therefore organised to comply with the following legal requirements. *(Average hours are normally calculated over a 17 week period.)*

- Average weekly working hours are limited to 48 hours
- Average daily night working hours are limited to 8 hours
- Minimum daily, weekly and in-work rest breaks requirements
- Minimum requirements for annual leave.

Council Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the Council are therefore monitored to ensure that generally, working hours remain well within legal limits.

Employers are required to take 'all responsible steps' to ensure that the limits to working time are not exceeded. This includes inquiring whether a person is working elsewhere. All applicants are therefore asked to declare all other employment.

Will the declaration prejudice your application?

NO – Please note:

- If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
- If you are selected for interview the implications will be carefully discussed with you. The Council may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
- Depending on the overall situation and the outcome of discussions with you, the Council would have the following options:
    - Not to offer you the appointment
    - Offer the appointment on reduced hours
    - Offer the appointment providing the other work is relinquished (or the hours reduced)
    - Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit

Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below. **Your application cannot be processed if you do not return this form.** Please declare **any** other job, whether they are with other local authorities, public bodies or with private companies/employers.

Section 1 – No other Employment

I confirm that I do **not** have any other employment.

Signature: _____ Print Name: _____ Date: _____

Section 2 – Other Employment

All other employment that I have is detailed below:

Job Title	Weekly Hours	Start Time	End Time
	Note: *Weekly hours must specify total regularly worked (including overtime)*	*(please use 24 hour clock)*	*(please use 24 hour clock)*

Signature: _____ Print Name: _____ Date: _____

Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have a right of abode in the UK.

You will be required to provide evidence, prior to appointment of a National Insurance number, passport or other document on the approved list to satisfy the Town Council that the Asylum and Immigration Act 1996 is being complied with.

References

Name: *(present/last employer)*	Name:	Name:
Address:	Address:	Address:
Tel No:	Tel No:	Tel No:
Occupation: ☐	Occupation: ☐	Occupation: ☐
If you do not wish us to contact your referees prior to interview, please tick the boxes.		

Note: We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in 'Previous Employment' on page 2 of this form.
A job offer will not be made without 2 references.

Warnings and Disciplinary Issues

This section should be completed by Applicants applying for Posts involving work with children or vulnerable adults only

Have you ever been dismissed or have you ever resigned in the face of a dismissal warning?

☐ Yes ☐ No

Please list any disciplinary offences or warnings you have received at any time, or state if not applicable.

Reason for Warning	Date	Name/Address of Employer

Attendance

Please give the number of days and reason for any sickness/absence days taken during the last 12 months

Number of days:	Reason(s):

Rehabilitation of Offenders Act 1974 *(refer to Guidance Notes for Job Applicants)*

You are required to declare any criminal convictions (including bind over and cautions), which are not "spent" in accordance with the Rehabilitation of Offenders Act 1974.

Having read the guidance, do you have any criminal convictions which re not yet "spent"?

☐ Yes ☐ No

If YES, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

Details:

Declaration of Interests

You are required to declare any relationships with Officers or Members of the Town Council as canvassing, whether direct or indirect, will invalidate your application.

Are you related to any Hailsham Town Councillor or Senior Officer of the Council? ☐ Yes ☐ No

If YES, please give details: _____

Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations? ☐ Yes ☐ No

If YES, please give details: _____

Declaration

I declare that the information given on this application form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.

If I accept employment with Hailsham Town Council I consent to my personal information being held by the Council for the administration of my Contract of Employment.

Signed: Date:

Name:

In the interests of economy an acknowledgement will be sent only if you supply a stamped addressed envelope. We look forward to receiving your completed Application Form.