Hailsham Town Council

CONFIDENTIAL

APPLICATION FORM

Role: **Operations and Facilities Officer**

Notes for Completion:

1 Please type into the form, ensuring you save as you go
2 Additional sheets may be attached if necessary
3 Please note CVs will not be considered
4 Please complete **all** sections. Please note that the equal opportunities form is optional.
5 Please return by email to enquiries@hailsham-tc.gov.uk
6 The closing date for applications is **9am on Monday 23rd November 2026**
7 Interviews are expected to take place on Wednesday 2nd December 2026

1. Personal Details

Surname .....

Forename(s) .....

Address .....

.....

.....

Post Code .....

Telephone Number (mobile) .....

Telephone Number (Home) .....

E-Mail Address .....

Holiday Commitments - Please give details of any holiday commitments you have over the next 12 months (if known):

2. **Education and Qualifications** (Secondary school, Further Education, Higher Education)

Dates		Secondary school, Further Education, Higher Education	Qualifications (level and subject)	Grades
from	to			

3. **Present/Most Recent Employment**

Name & Address of Employer:	Reason for wanting to leave:

Job Title:	
Current salary and allowances:	
Date started:	Period of notice required:

Main duties:

4. **Previous Employment** (Please list previous employers and any other relevant employment)					
Dates		Name & Address of Employer	Job Title	Annual Salary	Reason for Leaving
from	to				

5. **Information in Support of your Application**
Please tell us how your experience meets the criteria in the person specification, and why you are applying. Relevant experience may include unpaid and voluntary work. 800 words maximum

6 Anything else you would like to tell us in support of your application. (You do not need to fill this in):

7. Training

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

8. Interests, Hobbies, Sports

Please give brief details of your interests outside work, including membership of clubs and any voluntary work you undertake which may be relevant to this post

9. **Other Information**

How did you learn of this vacancy?

Social media ☐ Noticeboard ☐

Word of mouth ☐ Linked In ☐

Job website ☐ Which one ? ……..

Other ☐ Please specify ……

10. **Interview Arrangements**

If you think you may need any reasonable adjustments in order to attend an interview at our office, please give details.

11. **References**

Please give us details of you current or most recent employer **and** a previous employer.

If you have not been employed for some time or have just left education, please give us the details of a community leader who knows you and/or a college or school referee. Please ensure your referees are in a position to respond promptly.

It is our policy to contact ALL named referees after a conditional offer has been made.

Referee 1 Name:	**Referee 2** Name:
Address:	Address:
Email Address:	Email Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
How does this person know you?	How does this person know you?

May we contact prior to interview Y / N	May we contact prior to interview Y / N

12. **Declarations**

Are you related to any Councillor or Employee of this council? Y / N

If YES, please give details:

I understand that canvassing of Councillors or Officers, directly or indirectly, will disqualify my application

Right to work in UK

Are you legally entitled to work in the UK? Y / N

We are obliged to seek evidence of this for anyone we employ

Criminal Record

Have you ever been convicted of a criminal offence? Y / N

Declaration subject to the Rehabilitation of Offenders Act 1974

If YES, please give details:

PLEASE NOTE: If it comes to light that you have a conviction or other record which you have not declared then any offer of employment may be withdrawn, or if you have already started working for the Council, this could result in disciplinary action or dismissal.

Data Protection

The Data Protection Act 2018 ("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 (electronic signature accepted):.....Date:.....

Declaration

I confirm that the information given on this application form is, to the best of my knowledge and belief true and complete in all respects. I understand that should I have deliberately made a false or misleading statement on this form deemed to be a deliberate attempt to deceive will disqualify the application or, if already in post, will result in the employment being terminated.

Signed (electronic signature accepted):.....Date:.....

Please return by email to enquiries@hailsham-tc.gov.uk
The closing date for applications is **9am on Monday 23rd November 2026**

If you wish to complete it, please also return the optional Equal Opportunities recruitment monitoring form below. This form will not be seen by shortlisting or interview panels.

Hailsham Town Council

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OPTIONAL Equal opportunities recruitment monitoring form

Hailsham Town Council is committed to equal opportunities in employment and seeks to ensure that no candidate is treated less favourably on the grounds of age, race, colour, ethnic origin, sex, marital status or disability. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is optional. The information you provide will stay confidential. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will not be taken into account during the shortlisting and selection process.

Gender Man ☐ Woman ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here ……

Are you married or in a civil partnership? Yes ☐ No ☐ Prefer not to say ☐

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐
50-54 ☐ 55-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White
English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐ British ☐ Gypsy or Irish Traveller ☐
Prefer not to say ☐ Any other white background, please write in:

Mixed/multiple ethnic groups
White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐ Any other mixed background, please write in:

Asian/Asian British
Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐
Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British
African ☐ Caribbean ☐ Prefer not to say ☐ Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?
Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?
Heterosexual ☐ Gay woman/lesbian ☐ Gay man ☐ Bisexual ☐ Prefer not to say ☐ If you prefer to use your own term, please specify here ……..

What is your religion or belief?
No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☒ Jewish ☐
Muslim ☐ Sikh ☐ Prefer not to say ☐ If other religion or belief, please write in:

What is your current working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

Do you have caring responsibilities? If yes, please tick all that apply

None ☐ Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐

Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐

Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐

I understand that this information may be stored confidentially and processed as part of the Town Council's monitoring of equal opportunities only in accordance with its obligations under the Equality Act. In returning this form I give my consent to my details to be used for this purpose.

Thank you for your co-operation.