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| **St Ives Town Council**  **Job Application Form**  CONFIDENTIAL | A picture containing text  Description automatically generated |

St Ives Town Council judges job applications solely on merit. It is important that you complete the form accurately and completely. The application will be assessed purely on the content of this form and, unfortunately, we cannot accept CVs. Please answer all questions. Additional sheets may be added if necessary to fully complete answers.

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| Position applied for |  |

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| --- | --- | --- | --- |
| Surname |  | | |
| First names and title |  | | |
| Address |  | | |
| Daytime contact number: |  | Mobile contact number: |  |
| Email |  | | |
| National Insurance Number |  | | |
| Do you consider yourself to have a disability? | | Yes / No | |
| If Yes, please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process | |  | |

**Please explain how you meet the requirements in the job description and person specification.** You may draw on knowledge, skills, and abilities, experiences etc gained from paid work, unpaid work, domestic responsibilities, education, leisure interests and voluntary work.

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**Please give your reasons for applying for this post** and details of any outside interests or other information which will support your application.

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**Present or most recent Employment** (if not applicable, please state why)

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| Name of employer |  |
| Address |  |
| Post title |  |
| Grade and Salary |  |
| Date of appointment |  |
| Key duties and responsibilities |  |
| Period of notice |  |
| Reason for leaving |  |

**Previous Employment** (within the last seven years)

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| --- | --- | --- | --- | --- | --- |
| Name and address of employer | Job title | Grade and salary | Key duties and responsibilities | Start date | End date, and reason for leaving |
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**Qualifications – academic and/or professional**

Certificates will be required as evidence of achievement.

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| Date from / to | School / College / University | Subject, and qualifications gained (including level/grade) |
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**Training –** include any short courses you have undertaken and any other non-vocational experience / skills which may be relevant to your application.

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| Organising Body | Course Title and Location | Duration | Date |
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**References**

Please give the names and addresses of two referees. One should be your present or last employer (if you are no longer employed). If you are unable to use your last or present employer as a referee, please say why in the box below.

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| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Post Title: | Post Title: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| Capacity known to you: | Capacity known to you: |
| Do you wish to be consulted before we approach Referee 1? Yes/No | Do you wish to be consulted before we approach Referee 2? Yes/No |

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| I am unable to use my present or last employer as a referee because |

Do you require a work permit to take up employment in the UK? Yes/No

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| Do you have any convictions that are unspent under the Rehabilitation of Offenders act 1974? Yes/No  *If yes, please give details / dates of offence(s) and sentence*: |

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| If relevant to the job applied for, please confirm that you:   1. Hold a valid UK driving licence **[yes/no]**; and/or 2. Have means to travel between sites and locations as required as part of your job **[yes/no]** |

Are you related to any Councillor or employee of St Ives Town Council? **Yes / No**

If yes, please give details.

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Under the Working Time Regulations 1998, the Council must monitor the hours worked by its employees. Please confirm whether this will be your only employment. If not, please provide details.

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| This will be my only employment **Yes / No**  If not, give details of other employment: |

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| --- | --- | --- |
| How soon after an offer of a job would you be able to start? |  | |
| Please say where you saw the job advertised. |  | |
| Please tell us if there are any dates when you will not be available for interview |  | |
| Please indicate if you would prefer a Zoom meeting or Face to Face interview | Zoom | Face to Face |

**Note**

Canvassing of elected members or officers of St Ives Town Council will disqualify the candidate.

If invited to interview, you will be asked to bring proof of identity and proof of qualifications.

**DECLARATION**

I confirm that to the best of my knowledge, the information I have provided in this application is correct. I realise that if I am employed and it is found that I have deliberately given false information, I am liable to dismissal without notice.

**Signed ............................................................... Date ......................................................**

Please return your completed application form to:

St Ives Town Council

The Guildhall

Street An Pol

St Ives, Cornwall

TR26 2DS

Or email to: alison.johnston@stives-tc.gov.uk

**Please ensure that your application is submitted by the advertised closing date.**

Privacy Statement – all information contained within this form will only be used in the recruitment and selection process for this appointment. By signing the form you are giving consent for this use. The information will be destroyed within 12 months of the process being completed.