

Haywards Heath Town Council Job Application - Part B

This section will be separated from Part A on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

1. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of Birth	
11. Email address	
12. National Insurance Number	
13. Have you ever been barred or restricted from working with children?	If YES give details separately under confidential cover
14. Do you have a current full driving licence?	Yes / No
15. Are you subject to any legal restrictions in respect of your employment in the UK?	If YES please provide details separately
16. Do you need permission to work in the UK from the UK Border Agency?	If YES please provide details separately
17. Are you related to or have a close personal relationship with any staff member or Councillor?	If YES give details separately under confidential cover
18. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?	If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).

2. ETHNIC GROUP

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong. However, you are not obliged to do so.

Please tick the relevant box		<input checked="" type="checkbox"/>
WHITE	British	
	English	
	Welsh	
	Scottish	
	Irish	
	Other White background	
MIXED	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other Mixed background	
ASIAN or ASIAN BRITISH	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian background	
BLACK or BLACK BRITISH	Caribbean	
	African	
	Other Black background	
CHINESE	Chinese	
OTHER ETHNIC GROUP		
NOT STATED		

3. REFEREES

Give here details of two people who can provide an employment reference. The first referee should normally be your present or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

FIRST REFEREE

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

SECOND REFEREE

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

4. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

You must declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

Do you have any convictions, cautions or reprimands, warnings or bind-overs?

Yes / No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application.

5. DATA PROTECTION ACT

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to Town Councillors.

6. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly an employee or Councillor will disqualify the application.

7. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form.

Signature of Candidate	
Dated	

Print Name

Please email this completed application form to: town.clerk@haywardsheath.gov.uk

**or post to: Mr Steven Trice
Town Clerk
Haywards Heath Town Council
Town Hall, 40 Boltro Road
Haywards Heath
West Sussex
RH16 1BA**

Where did you see this job advertised?	
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