

BRACEBRIDGE HEATH PARISH COUNCIL

Bracebridge Heath Community Library, London Road, Bracebridge Heath, Lincoln, LN4 2LA
07899 888530 – clerk@bracebridge-heath.co.uk

APPLICATION FOR EMPLOYMENT

Post Applied For:		Available Start Date:	
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It is important that you read the job description and personal specification before completing this application form. Please complete this form fully using black ink or type. **CVs are not accepted.** Applications received after the closing date will not be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Personal Details			
Surname:		Forename(s):	
Previous or other name:		Preferred Name:	
Address:			
Postcode:		National Insurance No:	
Home Telephone No:		Mobile No:	
Email address:			

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

Relatives / others interests	
Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Bracebridge Heath Parish Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the name of the person and the capacity in which you are known to them.	
If appointed, do you have any business and/or financial interests which might conflict with the duties of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state the nature of interest.	

Education (use additional sheets if necessary)				
Please give details of any educational, technical and/or professional qualifications. If you are currently studying please provide details of the qualifications you are studying for. Please include any Further and Higher Education (Degree, Diploma, BTEC, City and Guilds, NVQ, A-Level, GCSE, O-Level etc.				
Examinations/Qualifications taken or to be taken	Subject	Results and Grades	Awarding Body	Date Obtained (MMM-yyyy)

Training / Job related training undertaken in the last 5 years			
Please list any course(s), which you have undertaken that are relevant to the job and/or specified on the person specification. Continue on a separate sheet if necessary.			
Length of Course	Course Title	Certificates / Qualifications gained	Date Grade (MMM-yyyy)

Present or more recent employment, voluntary work or role			
Job Title:		Line Manager's Name & Job Title:	
Employer's address:			
Employer's Postcode:		Employer's Telephone No:	
Hours worked:		Dates Employed:	From To
Notice Period:		Current Salary plus Benefits:	
Key Duties:			
What is your reason for leaving?			
Will you continue in any other employment, should you be offered this appointment?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Previous Employment History		
Starting with the most recent first, please give details of jobs held including part-time and unpaid work. Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work and working overseas). Continue on a separate sheet if necessary.		
Name of Employer	Job Title and Main Duties	Reason for Leaving and Length of Employment
		Date: From To
		Date: From To

Personal Statement

Personal statement in support of your application for the post. The information you provide in this section will be used in assessing your application for this post. A decision about whether or not to interview you will largely be based on this statement.

Outline your reasons for applying for this post and outline your skills, abilities, experience and achievements

References

Please provide details of two referees below. Friends and relatives are NOT acceptable referees. One of the referees must be your present or most recent employer and normally no offer of employment will be made without reference to him/her.

Give details of two people to whom you are not related and to whom a request for a reference can be made.

Please note that your present or last employer should be given as your first reference.

If you have not previously been employed, then Head Teachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.

Reference 1

Name & position held		Organisation	
Address		Telephone No.	
		E-mail	
		Position / Occupation	
May we contact this referee prior to interview? (If no, we will contact you for permission before requesting references)		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Reference 2

Name & position held		Organisation	
Address		Telephone No.	
		E-mail	
		Position / occupation	
May we contact this referee prior to interview? (If no, we will contact you for permission before requesting references)		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Equality Act 2010	
The Equalities Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantially adverse effect on their ability to carry out normal day-to-day activities. The Act requires an employer to make reasonable adjustments to working conditions in order to enable disabled applicants to have equal access to employment opportunities. Bracebridge Heath Parish Council is committed to the development of positive practices to promote equality in employment. The Council guarantees an interview to disabled applicants who meet the essential shortlisting requirements. If you would like to declare your disability, please tick the appropriate box below.	
Do you consider yourself to be disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.	
Do we need to make any specific arrangements to enable you to attend the interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give details:	

Entitlement to work in the UK
To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document, for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.

Disclosure of criminal background	
The authority is required under the Police Act 1997, the Protection of Children Act 1999 and the Criminal Justice & Court Services Act 2000 to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Disclosure & Barring Service.	
If the post for which you are applying requires a Disclosure & Barring Service check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply.	
The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website www.gov.uk/db	
If the post for which you are applying does not require a Disclosure & Barring Service check, you are still required to answer the following questions but you do not need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent.'	
Please answer the following questions.	
Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been cautioned for a criminal charge?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you at present the subject of a criminal charge?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the answer is yes to any of the above questions, please give brief details including the date.	

Applicant Declaration

I declare that, to the best of my knowledge and belief, the information given on ALL parts of this form is correct. I understand that, should my application be successful, and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have a legal right to work in the UK. If this application is successful I undertake to produce appropriate documentary evidence to prove this, prior to commencing work with the Council.

I accept that information within this application form will be used by Bracebridge Heath Parish Council for the purpose of processing my application. Further, should my application be successful and I am employed by Bracebridge Heath Parish Council, information provided by me will be retained and processed for the purposes of monitoring and employment procedures in accordance with the Data Protection Act 1998.

Signature

Date

How information about you will be used

Purpose and lawful basis for processing

The lawful basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary information to perform a contract or to take steps at your request, before entering a contract.

If you provide us with any information about reasonable adjustments you require under the Equality Act 2010 the lawful basis we rely on for processing this information is article 6(1)(c) to comply with our legal obligations under the Act.

The lawful basis we rely on to process any information you provide as part of your application which is special category data (such as health, religious, ethnicity information) is article 9(2)(b) of the GDPR which relates to our obligations in employment and the safeguarding of your fundamental rights.

We process information about applicant criminal convictions and offences where it is relevant to the post. The lawful basis we rely on to process this data is Article 6(1)(e) for the performance of our public task. In addition, we rely on the processing condition at Schedule 1, part 2 paragraph 6(2)(a).

What will we do with the information you give to us?

All information on this form will be treated in strictest confidence. We will use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary. We will not share the information you provide with any third parties for marketing purposes. We'll use the contact details you give us to contact you to progress your application.

What information do we ask for and why?

We do not collect more information that we need to fulfil our stated purposes and will not keep it longer than necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it may affect your application if you don't.

How long will we retain this information?

All applications and related information will be retained for a minimum period of one year following conclusion of recruitment. If you are appointed, this application will form the basis of your personnel file.

See our full privacy policy at <https://bracebridge-heath.parish.lincolnshire.gov.uk/privacy>.

Please return your completed form by e-mail to: clerk@bracebridge-heath.co.uk or by post to arrive by the closing date to: Bracebridge Heath Parish Council, Bracebridge Heath Community Library, London Road, Bracebridge Heath, Lincoln, LN4 2LA.

Candidates selected for interview will normally be notified within 4 weeks of the closing date. Applicants who do not hear from us must conclude that their application has been unsuccessful.