|  |
| --- |
|  |
| **PENRITH TOWN COUNCIL** |

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

|  |
| --- |
| **JOB TITLE** |
| **RESPONSIBLE FINANCE OFFICER** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT RESTRICTIONS / REGULATIONS**  Please place an ‘X’ in the most appropriate boxes | | | | |
| In accordance with the **Immigration, Asylum and Nationality Act 2006** are you entitled to work in the UK?  If **NO**, please give details (or give details when any current work permit/visa is due to expire) |  | **YES** |  | **NO** |
|  | | | |
| To the best of your knowledge are you related to any member of Staff or Councillor |  | **YES** |  | **NO** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | |
| **YOUR PERSONAL INFORMATION** | | | | |
| **Title:** | **Surname:** | **Forenames:** | | **Preferred Name:** |
| **Address:** | | | **Home:** | |
|  | | | **Work:** | |
|  | | | **Mobile:** | |
| **Post Code:** | | | **Email:** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DRIVERS DETAILS Please tick as appropriate** | | | | |
| Do you hold a full current driving licence? |  | **YES** |  | **NO** |
| Do you have access to a vehicle? |  | **YES** |  | **NO** |

|  |
| --- |
| **RECRUITMENT INFORMATION** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRESENT OR LAST EMPLOYMENT** | | | | | |
| **Dates** | | **Name of Present or Last Employer** | **Job Title** | **Salary** | **Notice Period** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Please supply a brief description of your main duties:** | | | | | |
| **Please give your reason(s) for wanting to leave:** | | | | | |
|  | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY**  Please list the most recent appointment first, in date order. Provide details of any breaks in employment and the reason(s). | | | | |
| **Dates** | | **Name of Employer** | **Job Title** | **Reason(s) for Leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Brief Description of Main Duties** | | | | |
| **Dates** | | **Name of Employer** | **Job Title** | **Reason(s) for Leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Brief Description of Main Duties** | | | | |
| **Dates** | | **Name of Employer** | **Job Title** | **Reason(s) for Leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Brief Description of Main Duties** | | | | |
| **Dates** | | **Name of Employer** | **Job Title** | **Reason(s) for Leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Brief Description of Main Duties** | | | | |

If there have been any breaks in employment during the last five years please give reasons and dates:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROFESSIONAL MEMBERSHIP**  Please give details of any professional membership you feel may be **relevant** to the person specification | | | | |
| **Professional**  **Body** | **Date Obtained** | **By Exam (Yes/No)** | **Reg No** | **Details** |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS/TRAINING/SCHOOL**  Please give details of any qualifications/training you feel may be **relevant** to the job description | | |
| **Qualifications/Training Event/Location or Institute** | **Grades (if applicable)** | **Year Obtained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **REASONS FOR APPLICATION**  In this section you are asked to outline how your knowledge, skills and experiences meet the Job Description and Person Specification. You should draw on you experiences from your current or previous roles or from other relevant situations (such as education, leisure or voluntary activities). |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REFERENCES**  Please supply details of two referees (who are not related to you and cover the last five years of employment), the first **must** be your present or last employer or if you are leaving education for the first time, your school / college / university tutor. Please indicate if your second referee is employment (preferable) or personal. Both referees should be able to comment upon your ability to meet the person specification criteria for the post that you are applying for. | | | | | |
| **First Referee**  **(Present or last manager or education tutor)** | | | **Second Referee**  **Dates covered** | | |
| Name:  (Mr/Ms/Mrs) | | | Name:  (Mr/Ms/Mrs) | | |
| Position: | | | Position: | | |
| Company: | | | Company: | | |
| Address: | | | Address: | | |
| Post Code: | | | Post Code: | | |
| Telephone number: | | | Telephone number: | | |
| Email address: | | | Email address: | | |
| **May we contact immediately?** | **YES** | **NO** | **May we contact immediately?** | **YES** | **NO** |

Where did you hear about this post?

|  |  |
| --- | --- |
| **Source** | **✓** |
| Town Council Website |  |
| The Cumberland & Westmorland Herald |  |
| Twitter |  |
| Facebook |  |
| Other – please identify |  |

|  |
| --- |
| **THANK YOU FOR COMPLETING THIS FORM** |

Please make sure that you complete the job reference on the application form and have supplied any additional information or documental evidence that is required.

We would like to thank you for your application and wish you every success, however if you have not heard from us within 4 weeks of the closing date, please assume that you have not been successful on this occasion. Please return this application to:

Town Clerk

Penrith Town Council,

Unit 1,

Church House,

19-24 Friargate,

Penrith,

Cumbria, CA11 7XR

Tel: 01768 899773

Email: townclerk@penrithtowncouncil.co.uk

|  |
| --- |
| **DECLARATION** |
| By signing this form, you declare that to the best of your knowledge the information you have given is correct. You understand that any false or misleading information together with withholding relevant information may lead to your application being disqualified, or the withdrawal of a job offer, or if you have been appointed, to your dismissal. |
| **SIGNED (or Print):**  **DATED:** |

|  |  |
| --- | --- |
| **EQUAL OPPORTUNITIES MONITORING FORM**  We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.  Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.  **All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence. It will not be placed on your personnel file.**  Thank you for your assistance. | |
| Job applied for: |  |
| Closing date for applications: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender** What is your gender (please tick)?  (If you are undergoing gender reassignment, please use the gender identity you intend to acquire.) | | | | | | | |
|  | Male |  |  | Female |  |  | Prefer not to say |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender identity**  Do you identify as transgender/transsexual? | | | | | | | |
|  | Yes |  |  | No |  |  | Prefer not to say |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ethnic group**  How would you describe your nationality and/or ethnicity? (please tick) | | | | | | | |
|  | **A**  **White:** |  |  | **B**  **Mixed race:** |  |  | **C**  **Asian or Asian British:** |
|  | British - English, Scottish or Welsh |  |  | White and Black Caribbean |  |  | Indian |
|  | Irish |  |  | White and Black African |  |  | Pakistani |
|  | Other White background |  |  | White and Asian |  |  | Bangladeshi |
|  |  |  |  | Other Mixed background |  |  | Other Asian background |
|  |  |  |  |  |  |  |  |
|  | **D**  **Black or Black British:** |  |  | **E**  **Chinese and other groups:** |  |  | Prefer not to say |
|  | Caribbean |  |  | Chinese |  |  |  |
|  | African |  |  | Other ethnic group |  |  |  |
|  | Other Black background |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Age**  What is your age? (please tick) | | | | | | | | | | | | | |
| 16–17 |  |  | 18–21 |  |  | 22–30 |  |  | 31–40 |  |  | 41–50 |  |  |
| 51–60 |  |  | 61–65 |  |  | 66–70 |  |  | 71+ |  |  | Prefer not to say |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SEXUAL ORIENTATION**  How would you describe your sexual orientation? (please tick) | | | | | | | |
|  | Heterosexual / straight |  |  | Bisexual |  |  | Prefer not to say |
|  | Gay man |  | Gay woman / lesbian |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| If you are lesbian, gay or bisexual, are you open about your sexual orientation? | | | |
|  | Yes | Partially | No |
| At home |  |  |  |
| With colleagues |  |  |  |
| With your manager |  |  |  |
| At work generally |  |  |  |

|  |  |
| --- | --- |
| **Religion or belief**  Please describe your religion or other strongly-held belief. | |
| I would describe my religion or belief as: |  |
| I have no particular religion or belief |  |
| Prefer not to say |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RELIGIOUS BELIEFS** | | | | | | | | | | |
| In the most recent UK Census the following religions were listed. Please place an 'X' in the box which most describes your religion, or add details of your religion if not listed below | | | | | | | | | | |
|  | Christian (ALL) |  |  | Buddhist |  |  | Hindu |  |  | Jewish |
|  | Sikh |  |  | Muslim |  |  | No religion |  |  | Prefer not to say |
|  | Other religion(s), please state: | | | | | | | | | |
|  |  | | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DISABILITY**  The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.  Do you consider that you have a disability under the Equality Act (please tick)? | | | | | |
| Yes |  |  | No |  |  |
| Used to have a disability but have now recovered |  |  | Don't know |  |  |
| Prefer not to say |  |  |  |  |  |