**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**
 |  |
| 1. **All previous surnames**
 |  |
| 1. **All forenames**
 |  |
| 1. **Title**
 |  |
| 1. **Current Address**
 |  |
|  |  |
|  |  |
|  |  |
| 1. **Postcode**
 |  |
| 1. **Resident at this address since**
 |  |
| 1. **Home telephone number**
 |  |
| 1. **Mobile telephone number**
 |  |
| 1. **Date of Birth**
 |  |
| 1. **Email address**
 |  |
| 1. **National Insurance Number**
 |  |
| 1. **Have you ever been barred or restricted from working with children?**
 | **If YES give details separately under confidential cover** |
| 1. **Do you have a current full driving licence?**
 | **Yes / No**  |
| 1. **Are you subject to any legal restrictions in respect of your employment in the UK?**
 | **If YES please provide details separately** |
| 1. **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 | **✓** |
|  **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?*** |  |