

KEIGHLEY TOWN COUNCIL JOB APPLICATION FORM

This application form has been designed to exclude information that might lead to discrimination

Job Applied For:

Guidance Notes

- Please type or complete this application form in black ink.
- We will decide whether to invite you for interview on the basis of information given by you on this Application Form.

Data Protection Act

- When you sign and return this form you are giving us permission to process and hold on computer the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal.
- This information will also be held on your personal file if you are appointed.

Please return this form by 12 noon on Monday 18 April 2022 in an envelope to marked “Private and Confidential - to be opened by addressee only” to:

Mr Joe Cooney
Town Clerk
Keighley Town Council
Civic Centre
North Street,
Keighley,
BD21 3RZ

Applications by e-mail will be accepted to: town.clerk@keighley.gov.uk

Personal Details

Family name	
First name	
Home address	
Post code	
Telephone – day	
Telephone – evening	
Email address	
Do you have a full current driving licence?	
Do you have a car available for work?	

Education and Qualifications

Please give details of secondary, further and higher education qualifications achieved. Start with the most recent.

Date	Qualification gained	Grade obtained

Training and Professional Qualifications

Please list relevant job-related training that you have undertaken and any professional qualifications achieved. Start with the most recent.

Date	Course title	Organiser	Duration

Membership of Professional Bodies

Date	Professional Body	Membership No.	Grade/Level

Present Employment (if you are currently unemployed please leave blank)

Job title	
Basic pay/grade	
Employer's name	
Address	
Post code	
Telephone number (May we contact you on this number?)	
Date started	
Period of notice required	

Outline of duties and responsibilities (please continue on a separate sheet if necessary placing your name in the top right corner and numbering the additional sheets.)

Previous Employment

Please list your previous jobs, including any with your present employer. Start with the most recent. References may be sought from your previous employers. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish. Please continue on a separate sheet if necessary.

Job title	
Date started/left	
Employer's name	
Address	
Post code	
Brief outline of duties:	
Reason for Leaving:	

Job Title	
Date Started/Left	
Employer's Name	
Address	
Post code	
Brief Outline of Duties:	
Reason for Leaving:	

Previous Employment

Job Title	
Date Started/Left	
Employer's Name	
Address	
Post code	
Brief Outline of Duties:	
Reason for Leaving:	

Job Title	
Date Started/Left	
Employer's Name	
Address	
Post code	
Brief Outline of Duties:	
Reason for Leaving:	

Please use a separate piece paper if you wish to include further jobs to your application clearly marked as such.

Further Details

Please tell us why you think you are a suitable candidate for this position. Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have. Take as a guide the contents of the Job Description and Person Specification. If necessary, please continue on a separate sheet. Write your name in the top right corner and number the additional sheets.

Please continue on a separate piece of paper clearly marked as such

Employment - General

Are there any restrictions on your employment, e.g. do you require a work permit? (Please circle).

YES **NO**

If you answered YES please supply details on a separate sheet of paper.

Rehabilitation of Offenders Act 1974

In accordance with the Rehabilitation of Offenders Act 1974, please give details of any criminal convictions, which may be relative to your application.	
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Relationship to Council Member or Council Employee

To your knowledge, are you related to any member or employee of the Council? (Please circle).

YES **NO**

If YES, please provide details:

NB: Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed, may lead to dismissal without notice.

References

Please give details of two referees whom we may ask about your suitability for the job. One of these must be your current or most recent employer (or school if you are a school leaver). You should not name a relative as a referee. References will usually only be taken up if you are selected for interview.

Name		
Address		
Post code		
Telephone number <i>(including STD code)</i>		
Email		
How long have they known you?		
In what capacity?		
May we contact this referee without asking you?		

We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer (or school if you are a school leaver).

Your Signature

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore I understand that if I have provided false or misleading information in response to any questions on this form, or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.

Signature of Applicant Date