# RTC Town Council Arms

**Ross-on-Wye Town Council**

# CONFIDENTIAL

# APPLICATION FOR EMPLOYMENT

**POSITION APPLIED FOR………………………………………………………………………….…….**

Notes:

1. Please complete the form in ink
2. Additional sheets may be attached where necessary
3. Please complete all sections
4. CVs will not be accepted
5. Please return in an envelope marked PRIVATE and CONFIDENTIAL to The Town Clerk, Ross-on-Wye Town Council,

The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

**ABOUT YOU**

Title Mr Mrs Ms Miss Doctor other/please specify

Surname………………………………………………………Other Names………………………………………………………………………………………………

Address……………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………….…………………………

Telephone number…………………………………………………Email address……….………………………………………………..………………………

**WORK HISTORY**

|  |
| --- |
| **CURRENT/LAST EMPLOYER**Employer Position heldReason for leaving, if applicable Notice period, if applicable |
| **PREVIOUS EMPLOYER (1)**Employer Position heldReason for leaving  |

**PREVIOUS EMPLOYER (2)**

Employer

Position held

Reason for leaving

**EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| **UNIVERSITY/ COLLEGE / SCHOOL** | **QUALIFICATION (S) OBTAINED** | **DATE** |
|  |  |  |
|  |  |  |
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|  |  |  |

**INFORMATION IN SUPPORT OF YOUR APPLICATION FOR THIS POSITION**

Please explain why you are applying for this vacancy, give details of the experience, skills and personal qualities that will enable you to undertake the position applied for successfully.

**OUTSIDE INTERESTS**

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Please give brief details of your interests outside work, including membership of clubs and any voluntary work you undertake which may be relevant to this post.

**OTHER INFORMATION**

**REFERENCES**

|  |  |
| --- | --- |
| **REFEREE 1 (Current/Most recent employer)** | **REFEREE 2 (Personal)** |
|  |  |

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| --- |
| How did you learn of this vacancy?Do you hold a current Full Driving Licence?Please give details of any penalty points and/or driving ban in the last five yearsAre you to your knowledge related to or know any member or officer of the Town Council? If so, please give details: |
| **RIGHT TO WORK IN THE UK**Are you legally entitled to work in the UK? YES NO*We will require evidence of this prior to commencing employment* |

**REHABILITATION OF OFFENDERS ACT 1974**

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| --- |
| Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not ‘spent’. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’. |

**INTERVIEW ARRANGEMENTS**

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| --- |
| If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details |

**I confirm that to the best of my knowledge and belief the information I have given on this form is true and correct.**

|  |  |
| --- | --- |
| **Signed**  | **Dated** |

**Data Protection:** The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.