

Thank you for applying for a position with Cwmbran Community Council

The information requested in this form is important in assessing your application. Please complete it accurately and in full. A CV on its own will not be accepted as an application but can be included to supplement the application form.

To help reduce our costs, we do not automatically acknowledge receipt of application forms or write to applicants not selected for interview. If you do not hear anything within 6 weeks of the closing date, please assume that your application has been unsuccessful.



PRIVATE AND CONFIDENTIAL

Please complete in black ink

Personal Details

Surname..... Forename(s)

Address.....

.....

..... Post Code.....

Home Telephone (Code)(No.)

Business Telephone (Code)(No.)

Mobile Telephone.....

E-mail Address.....

National Insurance Number.....

Do you need a work permit to work in the UK? Yes No

The Council welcomes applications from people with disabilities.

Declaration

I have a disability & wish to be given a guaranteed interview under the Council's commitment
(please tick box)

Proof of qualifications required at interview

Date to & from Month/Year	Schools, Colleges, Training Centres attended – including part time	Qualifications gained or pending (state subject & level)	Grade

Present/most recent employment

Name and address of present or most recent employer.....

.....

Date of employment From (month/year):To (month/year):

Job Title and brief description of duties/responsibilities.....

.....

.....

.....

Reason for wanting to leave.....

How many employees do you supervise?.....Salary.....

Other financial benefit.....

Job Title of immediate supervisor.....Period of notice.....

Previous employment

Please enter in reverse date order and include any training placements, temporary unpaid or voluntary work experience

Date to & from Month/Year	Employer's Name & address	Job Title & Salary	Brief Description of Duties	Reason for leaving

Professional Membership

Membership of Professional Bodies

Body	Grade of membership	Whether by exam	Date

Other relevant information and experience

The information you provide in this section is important in assessing your application. Please use the space to state your reasons for applying for the post, relating your skills, experience, and personal qualities and training you have received to the requirements of the job which are contained in the job description and job requirement from.

If you require more space, please attach a separate sheet

Miscellaneous

Are you related to any Member or employee of Cwmbran Community Council? Yes No

If so, please state name and relationship.....

Have you been convicted of a criminal offence? Yes No

If yes, please give details including dates except spent convictions under the Rehabilitation of Offenders Act.....

Where did you see this advert?.....

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 & Police Act 1997

If the Job Description has indicated that the post for which you are applying will be subject to a Criminal Records Bureau Disclosure, the Authority will require you to reveal any criminal convictions, bind-over orders or cautions, including those which would normally be regarded as spent.

Please give details:

Information regarding CRB Disclosures is attached.

Do you hold a full valid driving licence? Yes No

If it is not UK licence, please specify country of issue.....

If you have any driving endorsements and/or penalty points please detail.....

References

Please give the names of two persons to whom reference may be made in respect of your application. The first should be from your last employer (or Head Teacher if a school leaver). The Council requires references to be supplied from all previous employers over the last 3 years. Please supply the names of additional references on a separate sheet.

Referees are only contacted if candidates are to be interviewed. The Council reserves the right to contact any previous employer.

Name.....Position.....

Address.....

Telephone Number.....E-mail.....

If you do not wish this reference to be contacted until a provisional offer of employment is made, please tick this box

Name.....Position.....

Address.....

Telephone Number.....E-mail.....

If you do not wish this reference to be contacted until a provisional offer of employment is made, please tick this box

Declaration

The information you have provided on this form is subject to the Data Protection Act 1998. It will be held by the Council for recruitment purposes. If you are appointed this information will be retained for the duration of your employment with the Council. If you are not appointed your information will be kept for a period of 12 months following the appointment decision after which it will be destroyed.

I declare that the information given in this application is complete and true, that I have not canvassed (either directly or indirectly) any Member or Senior Officer of Cwmbran Community Council and will not do so.

Signed.....Date.....

Application Checklist

Please ensure that you have referred to the guidance notes and complete and return the following:

- Have you completed and included the equal opportunities form? Please ensure it includes the Job Title and Unique Reference/Job Reference Number (You may wish to place this in a separate envelope)
- Have you provided details of a least two referees that cover your last three years of employment?
- Have you read the declaration above and dated your application form?
- If you have chosen to include additional information, have you attached this to your application form?