

# Application Form

Please complete **all** of this form in **type** or **black ink** and use only the same size paper (A4) as continuation sheets.  
**NB: CV's on their own will not be accepted.**

## Job Details

Job title _____	Department _____
Location _____	Closing date for applications: _____
Reference Number _____	Full Time/ Part Time/ Job Share (delete as appropriate) _____
If the post is full-time, would you be prepared to consider working on a job-share basis? YES / NO	
If job-share, please state preferred working arrangements:-	

## Personal Details

Surname: _____	Address: _____
Maiden Name or Previous Names: _____	_____
_____	_____
Mr/Mrs/Miss/Ms/Other: _____ (please state)	_____
First Names: _____	Email address _____
National Insurance No. _____	Correspondence Address (if different from above) _____
Telephone Number _____	_____
Mobile: _____	Daytime: _____
	Home: _____

## Present Employment

Name and address of employer: (including county) _____	Job title _____
_____	Date started current post: _____
_____	Date commenced with employer: _____
_____	Salary/ Wage/ Benefits: _____
_____	Notice Required: _____
Briefly describe your present job; its main purpose and your responsibilities:	

## Previous Employment

Please list in chronological order (most recent first). (Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with Uckfield Town Council) Continue on separate sheet if necessary

Name and Address (including County and nature of business)	From / To (exact dates)	Position and Salary	Reason for leaving

## Education & Qualifications

From Age 11 onwards, and please state whether full (F) or part (P) time. Continue on separate sheet if necessary

Name of School, College, University, etc	From / To	F/P	Subjects studied (with grades and year taken)

## Training

This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion. *Continue on separate sheet if necessary*

Course Title	Organisation	From / To

## Membership of Professional Institutes

Please indicate whether membership is by examination or election

Institute	Level of Membership	Year of Award

## Other experience

Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education or training. This would include, e.g. Unemployment or voluntary work. Please state this information in chronological order. *Continue on separate sheet if necessary*

Experience	From / To

## Driving Licence

**Only answer if a full driving licence is an essential requirement of the job.**

Do you hold a current Driving Licence?

YES

NO

If YES, please state the type of licence you hold:

\_\_\_\_\_

Do you have any current endorsements?

YES

NO

If YES, please specify:

\_\_\_\_\_

## Why are you applying for this job?

Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Use a separate sheet if necessary)

# Declaration by Applicant

## The Working Time Regulations 1998

### Regulations on Working time

The Working Time Regulations were introduced on 1st October 1998 and working hours in the UK are now governed by statute. Town Council working practices and procedures are therefore organised to comply with the following legal requirements. (*Average hours are normally calculated over a 17 week period.*)

- Average weekly working hours are limited to 48
- Average daily night working hours are limited to 8 hours
- Minimum daily, weekly and in-work rest breaks requirements
- Minimum requirements for annual leave

### Town Council Policy and Procedures

The legislation was introduced as a health and safety measure. Employers who do not comply with the limits to working time will be committing a criminal offence. Working practices in the department are therefore monitored to ensure that generally, working hours remain well within the legal limits.

### Will the declaration prejudice your application?

NO—Please note:

- If you do have other job(s), your application will still be assessed on your suitability to do the job you are applying for. At this stage, any other jobs you declare will be ignored.
- If you are selected for interview the implications will be carefully discussed with you. The Council may consider it necessary to discuss the situation with your other employer(s) but only with your permission.
- Depending on the overall situation and the outcome of discussions with you, the Council would have the following options:
  - Not to offer you the appointment
  - Offer the appointment on reduced hours
  - Offer the appointment providing the other work is relinquished (or the hours reduced)
  - Offer the appointment and enter into an agreement with you to opt out of the weekly working time limit

# Employment which you intend to continue if successfully appointed to the post applied for.

Please complete and sign **either** Section 1 **or** Section 2 below. **Your application cannot be processed if you do not return this form.** Please declare **any** other job, whether they are with the Town Council, other local authorities, public bodies or with private companies/employers.

<b>Section 1—No other Employment</b>		
I confirm that I do <b>not</b> have any other employment.		
Signature	Print Name	Date:

<b>Section 2—Other Employment</b>						
All other employment that I have is detailed below:						
Job title	Weekly hours	Start time	End time			
	<small><b>Note:</b> weekly hours must specify total regularly worked (including overtime)</small>	<small>(please use 24 hours clock)</small>	<small>(please use 24 hour clock)</small>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Signature:</b></td> <td style="width: 33%;"><b>Print name:</b></td> <td style="width: 33%;"><b>Date:</b></td> </tr> </table>				<b>Signature:</b>	<b>Print name:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Print name:</b>	<b>Date:</b>				

## Asylum and Immigration Act 1996

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have right of abode in the UK.

You will be required to provide evidence, prior to appointment, of a National Insurance number, passport or other document on the approved list to satisfy the Town Council that the Asylum and Immigration Act 1996 is being complied with.

## References

Name: <i>(present/last employer)</i>	Name	Course Tutor: <i>(if applicable)</i>
Address	Address	Address
Tel No.	Tel No.	Tel No.
Occupation <input type="checkbox"/>	Occupation <input type="checkbox"/>	Occupation <input type="checkbox"/>

If you do not wish us to contact your referees prior to interview, please tick the boxes.

**Note:** We reserve the right to seek references at any point in the recruitment process and from any previous employers listed in "Previous Employment" on page 2 of this form.

A job offer will not be made without 2 references.

## Attendance

Please give the number of days and reason for any sickness/absence days taken during the last 24 months

Number of days	Reason(s)

**Please return this form, duly completed, to:**

**The Town Clerk  
Uckfield Town Council  
Civic Centre  
Uckfield  
TN22 1AE**

## Rehabilitation of Offenders Act 1974 (refer to Guidance notes for Job Applicants)

You are required to declare any criminal convictions (including bind over and cautions but excluding minor motoring offences) which are not "spent" in accordance with the Rehabilitation of Offenders Act 1974

Having read the guidance, do you have any criminal convictions which are not yet "spent"?

Yes

No

If YES, please give details below or, if you prefer, attach details in a sealed envelope marked "strictly Confidential". Failure to disclose any information relating to criminal convictions may disqualify your application or result in dismissal without notice.

## Relationships (refer to Guidance notes for Job Applicants)

You are required to declare any relationships with Senior Officers or Members of the Town Council as canvassing, whether direct or indirect, will invalidate your application. *(Please note Senior Officers are defined as Town Clerk or Assistant Town Clerk)*

Are you related to any Town Councillor or Senior Officer of the Council?  YES  NO

If YES, please give details:

Do you undertake any activities and/or responsibilities in connection with management committees of voluntary organisations?  YES  NO

If YES, please give details:

## Declaration

I declare that the information given both on this application form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of Information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.

### Data Protection:

If I accept employment with Uckfield Town Council I consent to my personal information being held by the Council for the administration of my Contract of Employment.

Signed:

Date:

Name:

Please tick box to indicate your consent if form has been completed electronically.

CONFIDENTIAL

# Equal Opportunities in Employment—Monitoring Form

This section will be removed for monitoring purposes before the selection process begins and  
Will not affect the consideration of your application

## General Guidance

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability, etc. The Town Council aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

The Town Council's Equal Opportunity policy states that all applicants are to be treated fairly, and selection for appointment is to be based solely on a person's ability to do the job.

The Town Council has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

The information given will not affect the consideration of your application.

## Job Applied for:

Job No. or Ref:

Location:

How did you learn of this vacancy?

Surname and initials:

Age:                      Date of Birth:

Marital Status:

Gender:                      Male                      Female

## Ethnic Origin Guidance

This is the origin of your family rather than your Nationality.

For example, you could be British and your ethnic (family) origins could be any of the ones listed Opposite, or a combination of them, or something more specific.

Please identify your ethnic origin either by ticking ONE of the boxes on the right or by giving your own description.

## Ethnic Origin

- A. White**  
 British  
 Irish  
 Any other white background
- B. Mixed**  
 White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other mixed background
- C. Asian or Asian British**  
 Indian  
 Pakistani  
 Bangladeshi  
 Other Asian background within C.
- D. Black or Black British**  
 Caribbean  
 African  
 Other Black background within D
- E. Other Ethnic groups**  
 Chinese  
 Any other ethnic group

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically short listed for interview. This positive action helps sure people with disabilities get their fair share of jobs.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate at interview. At the interview you will be asked if you have any disability which would affect your disability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you

## Disability

Do you consider yourself to have a disability?  
YES                      NO

If YES, please describe your disability?

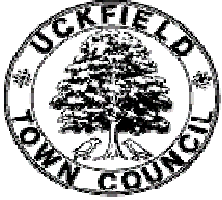
If you need any assistance to attend or participate in the interview, please give details.

## Data Protection Act 1998

I consent to the data on this form being used for statistical purposes to assist Uckfield Town Council in the monitoring of equal opportunities.

**Signed:**

**Date:**



## The Rehabilitation of Offenders Act (1974) Guidance Notes

**Please read these guidance notes carefully before completing the section on the Rehabilitation of Offenders Act 1974 on the Application form**

### Disclosure of Criminal Convictions

Under this Act you are required to disclose details of previous convictions, until a certain length of time passes and the convictions become “spent”.

Under the above Act you do not need to provide details about either minor motoring offences or previous convictions once they become “spent”. This includes the date you sign the application form.

Please note the following when considering whether a conviction is spent:-

- “spent” periods are halved if the conviction took place when you were aged 17 or less;
- A sentence of longer than 2½ years in prison will never become “spent”;
- A sentence of preventative detention and a sentence of detention during Her Majesty’s pleasure is never “spent”; or
- It is immaterial for the process of calculating a “spent” conviction whether the sentence is suspended or not.

The information you provide will be treated strictly confidentially. Having a conviction will not necessarily bar you from employment. This will depend on the circumstances and background to the offence(s) which will be taken into account when considering how suitable you are for the type of work involved, should your application be successful.

Failure to disclose any “unspent” convictions may result in the offer of employment being withdrawn. If already appointed, you could be dismissed without notice.

Please see the list below which details the rehabilitation periods for criminal convictions.

<u>Sentence</u>	<u>Become Spent After</u>
• For a sentence of imprisonment or youth custody exceeding six months but not exceeding two and a half years	10 years
• For a sentence of imprisonment or youth custody not exceeding six months	7 years
• For a sentence of Borstal training	7 years
• For a fine or other sentence under this Act, not otherwise covered in this table	5 years
• For an absolute discharge	6 months
• For a probation order, conditional discharge or bindover, fit person orders, supervision order or care order under the Children and Young Person’s Acts (and equivalent in Scotland)	1 year or until the order expires (whichever is the longer)

<u>Sentence</u>	<u>Become Spent After</u>
• For cashiering, discharge with Ignominy or dismissal with disgrace from Her Majesty's Service	10 years
• For dismissal from her Majesty's Service	7 years
• Any sentence of detention in respect of a conviction in service disciplinary proceedings	5 years
• For detention by direction of Home Secretary	
- for a period not exceeding six months	3 years
- for a detention centre order	3 years
- for a remand home order, an approved school order or attendance centre order.	the period of the order plus a further year after the order expires
- for a hospital order under the Mental Health Acts	The period of the order plus a further 2 years after the order expires. (With a minimum of 5 years from the date of the conviction)

### **Exemptions Under the Rehabilitation of Offenders Act**

There are specific job categories and classes of employment which are exempt under the provision of the Act. This means that **convictions never become "spent" for work in these categories**. Therefore, if you are applying for a position which falls within one of the work categories listed below you will need to declare any convictions you have had regardless of whether or not the time limit has elapsed. These areas of employment which carry exempt status are as follows:

- Work involving matters of National Security
- Judicial appointments
- Employment in the office of the Director of Public Prosecutions
- Employment in the office of the Procurator Fiscal or District Court Prosecutor or in the Crown Office.
- Justices' Clerks and Justices' Clerks' Assistants
- Constables, Police Cadets, Military Naval and Air Force Police and certain posts involving police work or assisting the police
- Employment in the Prison Service including appointment to the Board of Visitors
- Traffic Wardens
- Probation Officers
- Certain professions with legal protection such as barristers, solicitors, accountants or nurses
- Any office or employment concerned with the provision to persons aged under 18 years of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such kind as to enable the holder to have access, in the course of their normal duties which are carried out wholly, or partly, on the premises where such provision takes place.
- Employment connected with the provision of Social Services which involves the young, those over 65 years, the mentally or physically handicapped, chronically sick, disabled, or people who are addicted to drugs or alcohol
- Employment connected with the provision of services to vulnerable adults i.e. accommodation and nursing or personal care in a care home or within a vulnerable adult's home or services provided in an establishment catering for a person with learning disabilities
- Employment concerned with the provision of health services, within the National Health Service or otherwise, which involves access to patients
- Any occupation that concerns the management of an abortion clinic or private hospital or nursing home
- Any occupation for which a Certificate of Fitness to keep explosives is required
- Firearms dealer
- Any occupation requiring a licence, certificate, or registration from the Gaming Board of Great Britain
- Director, controller, or manager of an insurance company.