

# TOTTON & ELING TOWN COUNCIL

## APPLICATION FOR EMPLOYMENT

### CONFIDENTIAL

*Please complete this form and return it to the Personnel Department  
Civic Centre, Totton, Hampshire. SO40 3AP*

Post Applied For \_\_\_\_\_ Closing Date \_\_\_\_\_

Where did you see this post advertised? \_\_\_\_\_

### PERSONAL DETAILS

Surname .....	First Name .....	Mr/Mrs/Miss/Ms....
Address .....	Mobile phone .....	
	Home telephone .....	
	Work telephone .....	
Postcode .....	National Insurance No.....	
Email address:.....		

### EDUCATION/TRAINING/QUALIFICATIONS

School, College, University including dates	Qualifications & Grades

Professional/other qualifications/training
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*Continue on another sheet if necessary*

## EMPLOYMENT HISTORY

Present or most recent employment first

Employer	Brief description of duties
Position held	
Dates	
Salary	Reasons for leaving

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*Continue on another sheet if necessary*

## EXPERIENCE

Please make full use of this section to provide information to support your application.  
Include any experience and skills which you feel are relevant to the role.

*Continue on another sheet if necessary*

## OTHER INFORMATION

Do you have a current driving licence? Yes / No
Do you have your own transport? Yes / No
Your attention is drawn to the provision of the Rehabilitation of Offenders Act 1974 in answering the following questions. You do not need to reveal convictions that are 'spent' unless the post is one which involves working with vulnerable people in which case all convictions must be revealed. Have you ever been convicted of a criminal offence? Yes / No  If yes please give details of conviction(s) and date(s)  <i>A police check will be carried out for any person appointed to a post which has substantial access to children or young people with special needs. .</i>
Are you related to a Councillor or Officer of Totton & Eling Town Council? Yes / No  If yes please give details:
Please note, to enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

## REFERENCES

Two references are required one of which should be your present or last employer. Please state what the person's connection is with you. Referees will not be contacted until an offer of employment is made.

Name .....	Name.....
Employer or other (please state).....	Employer or other (please state) .....
Address .....	Address .....
.....	.....
Telephone .....	Telephone.....

***I declare that the above information is true and correct and may be treated as part of any subsequent contract of employment. I understand that any appointment made is subject to receipt of satisfactory medical clearance, references, where appropriate Criminal Records Bureau disclosure and completion of probationary period.***

***Signed.....Date.....***

*Please note – if you are completing this application electronically, you will be asked to sign the form if you are invited for interview. Completion and submission of this form confirms that you are happy for us to confidentially store the above details for HR purposes only, for the regulated period.*