



MACCLESFIELD TOWN COUNCIL APPLICATION FOR EMPLOYMENT

IMPORTANT INFORMATION FOR APPLICANTS

It is essential that this application form is fully completed as it will be used to determine whether you meet the job related short-listing criteria.

A curriculum vitae (CV) is not accepted in place of this application form unless applicants have difficulty in completing the form. In these circumstances please ensure that personal details and information relating to skills, abilities, knowledge and experience are shown separately and can be detached.

The information given on this form will be used for recruitment purposes only. If you are successful in gaining employment with the Council, this form and the information it contains will form part of your personnel record. If you are unsuccessful, the information will be destroyed after a period not exceeding six months from the appointment date. In all cases the information will be held securely in accordance with Data Protection Guidance.

1. DETAILS OF VACANCY

Job Title

Closing Date

2. PERSONAL DETAILS

Surname/Family Name

First Name(s)

Title *Mr / Mrs / Miss / Ms / Dr (please delete)

Address

Tel. No. Home

Work

Extn.

Mobile

Post Code

Email Address

3. EDUCATION Secondary, Further and Higher

a) **SECONDARY** subjects – specify GCSE, CSE, 'O', 'A' levels etc.

Date Obtained

Grade Obtained

b) FURTHER & HIGHER				
Dates		Name of College/University	Qualifications Obtained/Expected	Grade Obtained
From	To			

c) PROFESSIONAL QUALIFICATIONS / MEMBERSHIP OF PROFESSIONAL BODIES				
<i>Date Admitted</i>	<i>Professional Body/Association</i>	<i>Current level of Membership</i>	<i>Method of achievement e.g. Application; examination; invitation</i>	<i>Membership Number</i>

N.B. Qualifications will be checked and verified from time to time

4.

TRAINING/DEVELOPMENT/LEARNING

(Please list relevant training undertaken over the past 5 years)

5. PRESENT/*LAST EMPLOYMENT: *please delete as appropriate

Job Title:

Name and Address of Employer:

Postcode:

Tel No:

Date Appointed:

Grade/Salary Scale:

Current Salary:

Other Benefits:

Notice period:

Brief description of duties and responsibilities and skills and qualifications required to undertake your current role:

Dates when NOT available for interview:

(N.B. Every effort will be made to avoid these dates but this may not always be possible)

Reason for leaving/wanting to leave:

6. PREVIOUS EMPLOYMENT (in date order, starting with the most recent. Continue on a separate sheet if necessary). Previous employers may be contacted to validate information provided.

Dates		Name and Address of Employer	Job Title / Grade / Salary	Brief outline of the role of the job	Reason for Leaving
From	To				

7. SUPPORT INFORMATION. *Please describe how your skills, abilities, knowledge and experience relate to the person specification giving examples of achievement. You may include any unpaid work or other outside interests if appropriate. (Continue on a separate sheet if necessary).*

8. REFERENCES *(Please give the name and address of two people, one of whom must be your present employer (or if unemployed, your last employer) to whom references can be made. If this is your first employment, please use your school/college. Appointments will be made subject to satisfactory references.*

Present/Last Employer

1. Name:

Title/Position:

Address:

Postcode:

Tel No:

Email Address:

2. Name:

Title/Position:

Address:

Postcode:

Tel No:

Email Address:

N.B. References will be sought if you are short-listed for interview. If at this stage **you do not** want your current employer contacted, please tick box ☐

References for successful candidates will be followed up and verified.

9. ASYLUM AND IMMIGRATION

To comply with Asylum and Immigration legislation you will be required, if appointed, to provide at least one document from the specified list which provides evidence of your entitlement to work in the UK. Please tick at least one of the following original documents that you will be able to provide when requested.

- ☐ A document from a previous employer, the Inland Revenue, the Benefits Agency, the Contribution Agency or the Employment Service showing your name and National Insurance number. This could be a P45, a pay slip, a P60, an NI card or letter.
- ☐ A passport confirming that you are either a British citizen or a European Economic Area national or which shows that you are otherwise entitled to live and work in the United Kingdom.
- ☐ A birth certificate confirming birth in the United Kingdom or Republic of Ireland.
- ☐ A letter from the Home Office confirming that you are allowed to work.

10. DISCLOSURE

The Town Council welcomes applications from all candidates. Criminal records will be taken into account for recruitment purposes when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an unspent conviction will not necessarily bar you from employment.

Have you any previous convictions? **YES** ☐ **NO** ☐

If YES, please give details of the offence(s), including the date and sentence:-

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The Rehabilitation of Offenders Act 1974 requires applicants to give details of any convictions which are not spent. Failure to disclose such convictions could result in disciplinary action or dismissal.

11. DECLARATION

I declare that all the information I have provided is true, and I have not canvassed a member/officer of the Council, directly or indirectly, in connection with this application and further that I will not do so. I understand that such canvassing will disqualify me as a candidate. Failure to disclose any relationship with a member/officer of the Council or providing information which is untrue will also disqualify me. If such failure/untrue information is discovered following appointment, I may be liable to dismissal without notice.

Signature: **Date**

To your knowledge are you related to any member(s)/officer(s) of the Town Council? **YES** ☐ **NO** ☐

If yes, whom?

Please return your completed application form to:

Town Clerk, Macclesfield Town Council, Macclesfield Town Hall, Macclesfield, SK10 1EA

clerk@macclesfield-tc.gov.uk

Thank you for taking the time to complete this application.

Should you not receive notification of an interview by Date 18/7/16, please assume that you have not been successful.