



Oundle Town Council

Fletton House, Fletton Way, Oundle, Peterborough, PE8 4JA

Telephone: 01832 272055

Email: admin@oundle.gov.uk **Website:** www.oundle.gov.uk

Application Form

Oundle Town Council	Appointment of Hub Manager
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Oundle Town Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form to provide the best chance of obtaining an interview. If you require any assistance, please contact Emma on 01832 272055. **Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets.**

PERSONAL DETAILS	
First Name:	
Surname:	
Preferred Title:	
Address:	
Postcode:	
Home Tel No:	Work Tel No:
Mobile No:	
Email Address:	

OUTSIDE INTERESTS AND NON-VOCATIONAL EXPERIENCE

Please give details of any outside interest or non-vocational experience which you feel will support your application.

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REHABILITATION OF OFFENDERS ACT 1974

Please give details of any "unspent" convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

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SECONDARY/FURTHER EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained plus those currently being pursued.

School, College and/or University	Date From:	Date To:	Subjects studied and qualifications obtained

Please note that you will be asked to produce evidence of your qualifications.

PROFESSIONAL INSTITUTE MEMBERSHIP

Please give details of any relevant professional or technical bodies of which you are a member.

Name of Institute/Professional Body	Level of Membership	Year of Award

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TRAINING COURSES

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title and Duration	Provider	Date

CURRENT OR MOST RECENT EMPLOYMENT

Employer:

Address:

Postcode:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Please provide a brief description of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish)

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Why do you/did you wish to leave your most current/most recent job?

EMPLOYMENT HISTORY

Please list your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period From/ To	Job Title and Main responsibilities	Reason for leaving

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RELEVANT EXPERIENCES, SKILLS AND KNOWLEDGE

Please state below your reasons for applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Personal Specification and ensure you cover all of the criteria set out for this role. This should include information about any period not accounted for in the section above by full time employment or education and training and if appropriate voluntary work. Please use a separate sheet if necessary and/or attach any supporting documents.

PREVENTION OF ILLEGAL WORKING

Do you require permission or a work permit to take up employment in the UK?

Yes No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes No

DRIVING LICENCE

Do you hold a current driving licence? Yes No

If "yes" please state type of licence you hold:

[Empty text box for driving licence details]

Are you a car owner or do you have access to a car? Yes No

Do you have any current endorsements? Yes No

If 'Yes' please specify:

[Empty text box for endorsements details]

REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

<p>Name:</p> <p>Position:</p> <p>Address:</p> <p>Postcode:</p> <p>Email:</p> <p>Tel No:</p>	
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Have you any objection to the references being obtained prior to interview. Yes No
References will be obtained, and their authenticity checked if you are to be offered the appointment.

RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with an Elected or Co-Opted Member or employee of the Council? Yes No

If 'yes' please give details.

[Empty text box for relationship details]

DECLARATION AND DATA PROTECTION ACT CONSENT

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am the employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council so long as it is required in connection with the application.

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

NOTIFICATION OF VACANCY

How did you find out about this vacancy? Advertisement Word of Mouth Other

If 'advertisement' in which publication or if 'other' please explain.

[Empty box for explanation]

ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

When completed, please return the application form by email or post to:
Emma Baker
Town Clerk
Oundle Town Council
Fletton House
Glaphorn Road
Oundle
PE8 4JA

Email: emma@oundle.gov.uk