

**WEST SWINDON PARISH COUNCIL
CONFIDENTIAL**

Job Application Form

The information requested in this form is important in assessing your application. Please complete accurately and in full.

Personal Details

Preferred form of address (eg. Mr, Mrs, Ms, None)
Surname
Forename(s)
Address including postcode
Telephone number Home/daytime Mobile
Email address

Present Employment or Profession

Name and address of present employer		
Job Title	Date commenced	
Brief description of duties and responsibilities		
Grade	Salary	Other financial benefit(s)

Previous employment (earlier first including temporary, unpaid and voluntary work experience)

From Month / Year	To Month / Year	Employer	Job Title & Grade	Salary / Wage	Reason for leaving

Education

Proof of qualifications may be required at interview

Date From	Date To	School, Colleges attended	Qualifications gained or pending Subject and Level	Grade
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Attendance at Training Courses relevant to this employment

Course Title	Organising Body	Duration	Date
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Job Requirements

Please use this space to explain how you meet each one of the job requirements. You may draw on knowledge, skills, abilities, experiences, etc. gained from paid work, unpaid work, domestic responsibilities, education, leisure interests and voluntary activities. It is recommended that you use the job description to help you organise your information.

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If you require more space, please attach a separate sheet

References

Give the names of two persons to whom a request for a reference may be made in respect of your application. The first should be your last employer. Referees are only contacted if candidates are to be interviewed but if you do not wish a referee to be contacted until after a provisional offer of employment is made mark his or her name with a large asterisk.

Referee 1 – Name
Position
Address
Email address
Telephone number

Referee 2 – Name
Position
Address
Email address
Telephone number

Other information

Disability Discrimination Act 1995 As outlined in the Disability Discrimination Acts 1995 and 2005	
Do you have a disability you wish to know about?	Yes / No
Nature of disability	
If yes, please list below any reasonable adjustments you would request:	
During the interview process	
In carrying out the role for which you are applying	

Rehabilitation of Offenders Act 1974	
Have you ever been convicted of a criminal offence?	Yes / No
If yes, please provide details	

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Asylum and Immigration Act 1996	
Do you have the legal right to live and work in the U.K.?	Yes / No
If yes, is this subject to you having a valid vis and work permit?	Yes / No

Ability to Drive	
Do you hold a driving licence?	Yes / No
Do you own or have access to a vehicle?	Yes / No

Relationships	
Are you related to a Councillor or an employee of the Council?	Yes / No
If yes, please give details	

Declaration

I declare that to the best of my knowledge the information in this application is correct. I have not canvassed, either directly or indirectly a Member or Officer of the Council in connection with this application. I understand that withholding relevant information or providing false or misleading information renders me liable to dismissal, if employed. I hereby give my consent for the information contained in this application to be processed by the Council, as required, in accordance with the principles of the Data Protection Act 2018.	
Signed	Dated