**HALEWOOD TOWN COUNCIL**

**Application for the post of:**

**BUILDINGS AND COMMUNITIES OFFICER**

**1. PERSONAL DETAILS**

SURNAME FORENAME(S)

|  |  |  |
| --- | --- | --- |
| ADDRESS  | HOME TEL. NO |   |
|   | MOBILE NO |   |
|   | EMAIL |   |

**2. PLEASE STATE ANY RELATIONSHIP YOU MAY HAVE TO ANY MEMBER(S) OF HALEWOOD TOWN COUNCIL**

Candidates are reminded that canvassing will result in immediate disqualification

**3. EMPLOYMENT HISTORY please give the details of your employment to date, starting with your present or most recent employer and work backwards.**

**Employers Name**

**& Address**

**Dates of employment**

**Brief description of Role**

**Salary/Wage Reason for leaving**

**4. GENERAL EDUCATION Please give details of schools and colleges attended since the age of 11.**

**School Name & location Dates attended Qualifications obtained**

**Grade**

**5. PROFESSIONAL TRAINING. Please give details of professional training and qualifications**

**Name & location of**

**Establishment / Institute**

**Dates attended Qualifications obtained**

**Grade**

**(if applicable)**

**6. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

**Name of Organisation Grade of**

**Membership**

**By Qualification or Other Means**

**Date**

**7. TRAINING COURSES Please give details of any training courses attended which you consider relevant to this application which are not listed elsewhere on this form.**

**Course Name Dates attended Qualifications obtained**

**(if appropriate)**

**Grade**

**(if appropriate)**

**8. OTHER RELEVANT SKILLS AND KNOWLEDGE. Please use this section to explain why you are applying for the job. Concentrate on how your skills and experience match those listed in the Job Description and Person Specification. Continue on a separate sheet if required.**

**9 PLEASE STATE WHAT TYPE OF DRIVING LICENCE YOU HOLD AND DETAILS OF ANY ENDORSEMENTS OR PENALTY POINTS**

**10. CRIMINAL CONVICTIONS In order to protect certain vulnerable groups on society, there are a large number of posts and professions that are ‘exempt’ from the Rehabilitation of Offenders Act 1974. In these circumstances, organisations are legally entitled to ask applicants for details of all convictions, irrespective of whether they are ’spent’ or ’unspent’. We will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant. An enhanced disclosure from the DBS Service is required.**

**DO YOU HAVE ANY SPENT OR UNSPENT CONVICTIONS? Please tick as appropriate**

|  |  |
| --- | --- |
| YES |  |
| NO |  |

**IF YOU HAVE ANSWERED YES, PLEASE GIVE DETAILS: (date, offence and sentence)**

**11. REFERENCES Please give the details of two people from whom a reference can be obtained, one of whom should be your current or last employer.**

**Name Name**

**Address Address**

**Can we contact your referees before interviews are held?**

|  |  |
| --- | --- |
| YES |  |
| NO |  |

**Please tick as appropriate**

**12. ENTITLEMENT TO WORK IN THE UK AND DECLARATION**

**To comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the UK.**

**I confirm that the information I have provided on this form is accurate and true. I understand that canvassing of any Councillor or employee of the Town Council or giving false information will make my application unacceptable and, if appointed, may lead to dismissal.**

**SIGNED\_**

**DATE**

**Equal opportunities monitoring form**

**Halewood Town Council is committed to equality of opportunity and do not believe that an applicant’s ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have an effect on their suitability.**

**Please complete the following information to help us promote fairness of employment opportunity to everyone.**

**We will keep this information confidential. If your application is unsuccessful, it will be destroyed.**

**1. PERSONAL DETAILS**

SURNAME FORENAME(S)

ADDRESS

HOME TEL. NO

 MOBILE NO

 EMAIL

Post Code

**2. POST APPLIED FOR**

**3. MALE FEMALE** Please circle

**4. DO YOU CONSIDER YOUR SELF TO HAVE A DISABILITY AND IF SO ARE THERE ANY AIDS OR ADAPTATIONS THAT WOULD ASSIST YOU IN CARRYING OUT THE DUTIES OF THIS POST OR AT AN INTERVIEW?**

**5. RELIGIOUS BELIEF How would you describe your religion or belief?**

|  |  |  |  |
| --- | --- | --- | --- |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | No religion |  |
| Jewish |  | Prefer not to say |  |

**Equal opportunities monitoring form**

**6. ETHNIC MONITORING The following groups are recommended by the Equalities and Human**

**Rights Commission and take account of those used in the National Census. Please tick.**

|  |  |  |  |
| --- | --- | --- | --- |
| **WHITE** |  | **ASIAN OR ASIAN BRITISH** |  |
| A1 English, Welsh, Scottish, NorthernIrish, British |  | C1 Indian |  |
| A2 Irish |  | C2 Pakistani |  |
| A3 Gypsy or Irish Traveller |  | C3 Bangladeshi |  |
| A4 Any other white background. Please give details |  | C4 Chinese |  |
| **MIXED OR MIXED BRITISH** |  | C5 Any other Asian background |  |
| B1 White and black Caribbean |  | **BLACK, AFRICAN, CARIBBEAN OR BLACK BRITISH** |  |
| B2 White and black African |  | D1 African |  |
| B3 White and Asian |  | D2 Caribbean |  |
| B4 Any other mixed background. Please givedetails |  | D3 Any other black, Caribbean background. Please Give details |  |
| **PREFER NOT TO SAY** |  | **OTHER ETHNIC GROUP** |  |
|  |  | E1 Arab |  |
|  |  | E2 Any other ethnic group. Please give details |  |

**7. COUNTRY OF BIRTH**

**THANK YOU VERY MUCH**