

# 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.....	

### 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

<p>In the last two years how many days or occasions have you been off work because of illness: <span style="float: right;">Please state reasons:</span></p>  <p>To your knowledge do you suffer from any ailment or illness which could affect your ability to undertake the full duties of the post? <span style="margin-left: 20px;">Yes / No</span> <span style="float: right;">Please state details:</span></p>
<p>Do you have a current driving licence? <span style="margin-left: 20px;">Yes / No</span></p>
<p>Do you have your own transport? <span style="margin-left: 20px;">Yes / No</span></p>
<p>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? <span style="float: right;">Yes / No</span></p> <p>If yes please give details of conviction(s) and date(s)</p> <p><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></p>
<p>Are you related to a Councillor or Officer of Totton &amp; Eling Town Council? <span style="float: right;">Yes / No</span></p> <p>If yes please give details:</p>
<p>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.</p>

## 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.

<p>Name .....</p> <p>Employer or other (please state).....</p> <p>Address .....</p> <p>.....</p> <p>Telephone .....</p>	<p>Name.....</p> <p>Employer or other (please state) .....</p> <p>Address .....</p> <p>.....</p> <p>Telephone.....</p>
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***I declare that the above information including health information is true and correct and may be treated as part of any subsequent contract of employment.***

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

