



**CAIA PARK COMMUNITY COUNCIL**

**Application for employment**

**JOB TITLE**

**PERSONAL DETAILS**

**Title:** \_\_\_\_\_ **Surname:** \_\_\_\_\_ **Forenames:** \_\_\_\_\_

**Other names by which you have been known:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Post code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Do you hold a full current driving licence** YES  NO  **Type:** \_\_\_\_\_

**If required, do you have access to a car/means of transport suitable for work** YES  NO

**Your Nationality at birth:** \_\_\_\_\_ **Your present Nationality:** \_\_\_\_\_

**Have you ever been a citizen of any country other than the UK? (If yes please give details)** \_\_\_\_\_

**Are you a legal resident in the United Kingdom** YES  NO

**Are you under immigration control? (if yes please give details)** \_\_\_\_\_

**Do you require a work permit?** YES  NO  **If yes what date does it expire** \_\_\_\_\_

Are there any restrictions on you continuing to live in the UK? If yes give details:

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**DETAILS OF CURRENT EMPLOYMENT (or last employment if unemployed)**

Name of employer: \_\_\_\_\_ Salary: \_\_\_\_\_

Address: \_\_\_\_\_ Date appointed: \_\_\_\_\_

\_\_\_\_\_ Notice reqd: \_\_\_\_\_

\_\_\_\_\_ Employers Tel No. \_\_\_\_\_

Main job title: \_\_\_\_\_

Brief description of main duties and responsibilities. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for seeking alternative employment: \_\_\_\_\_

\_\_\_\_\_

**ABSENCES**

Absences from work due to ill health in last 3 years – please state:

Number of occasions: \_\_\_\_\_ Total no of days: \_\_\_\_\_

You may wish to provide any further information about your absences \_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT** (most recent first)

Employer's name, address and tel no. \_\_\_\_\_

\_\_\_\_\_

Position held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Salary at time of leaving \_\_\_\_\_ Name then if different \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

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**PREVIOUS EMPLOYMENT (Cont'd)**

Employer's name, address and tel no. \_\_\_\_\_

Position held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Salary at time of leaving \_\_\_\_\_ Name then if different \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

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Employer's name, address and tel no. \_\_\_\_\_

Position held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Salary at time of leaving \_\_\_\_\_ Name then if different \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

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Employer's name, address and tel no. \_\_\_\_\_

Position held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Salary at time of leaving \_\_\_\_\_ Name then if different \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

**BREAKS IN EMPLOYMENT**

Date from	Date to	Reason

**EDUCATIONAL/PROFESSIONAL & VOCATIONAL QUALIFICATIONS**

Date from	Date to	School, college/university	Major subjects studied, Exams taken & results

**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of body	Date obtained	Membership status/level	Membership <u>number</u>

**ARE YOU STUDYING AT PRESENT? – if so please give details:**

Subject	Where studied	Qualification expected	When do you expect to complete
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**EXPERIENCE**

**Please state how your experience matches the requirements of this vacancy. Use the job description and person specification as a guide. Attach a continuation sheet if necessary. (A curriculum vitae is not acceptable)**

**CRIMINAL RECORDS AND EMPLOYMENT**

**Have you been convicted of any criminal offence (including driving offences) other than those regarded as spent under the Rehabilitation of Offenders Act 1974?**

**If yes please give details** \_\_\_\_\_

**RELATIONSHIP TO ELECTED MEMBERS OR EMPLOYEES OF THE COUNCIL**

In order to ensure that all persons involved with selecting staff are objective, we need to know if you are related to or have a close personal relationship with any Councillor or employee of Caia Park Community Council. **PLEASE NOTE: If you contact any member or Officer of the Council with a view to gaining their support for your appointment this will automatically disqualify you.**

Name \_\_\_\_\_ Position held \_\_\_\_\_

Relationship \_\_\_\_\_

**REFERENCES**

Please give the names and addresses of two people to whom references can be made in support of your application (not relatives). At least one should be your present employer or last employer if not currently working.

<p><b>Reference 1</b></p> <p>Name: _____</p> <p>Job Title: _____</p> <p>Organisation: _____</p> <p>Address: _____</p> <p>_____</p> <p style="text-align: center;">Post code _____</p> <p>Tel no: _____</p> <p>E mail: _____</p> <p>Relationship (e.g. manager, friend)</p> <p>_____</p> <p>References may be sought prior to interview. If you do not wish references being taken up prior to interview please tick the box <input type="checkbox"/></p>	<p><b>Reference 2</b></p> <p>Name: _____</p> <p>Job Title: _____</p> <p>Organisation: _____</p> <p>Address: _____</p> <p>_____</p> <p style="text-align: center;">Post code _____</p> <p>Tel no: _____</p> <p>E mail: _____</p> <p>Relationship (e.g. manager, friend)</p> <p>_____</p> <p>References may be sought prior to interview. If you do not wish references being taken up prior to interview please tick the box <input type="checkbox"/></p>
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I declare that to the best of my knowledge, the information I have given on this application form is correct. I understand that my application may be rejected, (or if in employment I may be dismissed without notice) for withholding relevant details or giving false information.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_