



## Application for Employment

Saltash Town Council is committed to equal opportunities in employment and service delivery and is only interested in your ability to do the job.

Please complete this form in black ink and continue on separate pages where necessary.

If you need assistance in completing this application or require it in a different format please contact [humanresources@saltash.gov.uk](mailto:humanresources@saltash.gov.uk) or telephone the Guildhall 01752 844846.

Post applied for:

### SECTION A

#### 1. Personal details

First name(s):

Last name:

Address:

Contact telephone numbers:

Daytime:

Evening:

Mobile:

Postcode:

Email Address:

## 2. References

Please give details of two referees, one of whom should be your most recent employer. If you are in, or have just completed full time education, one referee should be from your school, college, or university. Referees must not be related to you, or writing solely in the capacity of a friend, and must be able to comment on your skills and abilities in relation to the post. If a post requires additional references the application pack will state this.

### Referee One:

Name:

Address:

Tel No:

Email:

Occupation / relationship:

How long have they known you?

I agree to this reference being taken up before an interview or offer of employment being made: Yes No

### Referee Two:

Name:

Address:

Tel No:

Email:

Occupation / relationship:

How long have they known you?

I agree to this reference being taken up before an interview or offer of employment being made: Yes No

### 3. Additional information

Saltash Town Council is committed to interviewing people with a disability who meet the essential criteria of the person specification. The Equality Act 2010 defines a person as having a disability if they have, "a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities". Long term means that the impairment has lasted or is likely to last for at least twelve months or for the rest of the person's life, and substantial means that the adverse effect is more than minor or trivial.

Do you consider yourself to have a disability? Yes No Not sure

If you are invited for an interview, do you require any special arrangements? If you do, please specify here:

Are you eligible to work in the UK? Yes No

Do you require a work permit? Yes No

Some roles may require the candidate to hold a valid driving licence.

Do you hold a valid driving licence? Yes No

If you hold a valid driving licence do you have any endorsements? Yes No

Do you, your partner or family have any interests (financial, professional, or otherwise) that may conflict with your Saltash Town Council employment? (If yes, attach details) Yes No

Are you related to or a friend/acquaintance of an elected Member or an employee of the Town Council? Yes No

If yes, give name and relationship:

**Note: Soliciting support or information to give an unfair advantage may disqualify your application.**

Do you have any unspent convictions? Yes No Not sure

If yes, please give details:

Certain roles require an Enhanced DBS check (this is made clear in the job profile). If applicable are you happy to undergo a DBS check? Yes No

Have you ever been dismissed from employment? Yes No

If yes, please give details:

**Please note the following:**

Canvassing of Members of the Town Council or employees directly or indirectly for any appointment under the Town Council will disqualify the candidate concerned for that appointment. A candidate who fails to disclose any relationship with a Member or employee of the Town Council will be disqualified from the appointment and if already appointed, will be liable to dismissal without notice.

DATA PROTECTION: Information from this application may be processed for any purposes registered by the Town Council under data protection legislation. Individuals have the right of access to personal data held about them by the Town Council. This information will be disclosed only to those persons authorised to see it, will be used for the selection process and, for successful candidates will be retained on their personnel file, used for payroll and administrative purposes, and may be disclosed to government departments where there is a legal obligation to do so. Information held about unsuccessful candidates will be destroyed after 6 months.