This application form must be completed.
Please make sure you read the accompanying information before you complete it.

Where did you see this job advertised?
In accordance with the Asylum and Immigration Act 1996 (amended May 2004) we are required to check eligibility to live and work in the UK. Please note that you will be requested **to provide this evidence** **Do you have the right to work in the UK?** **YES/NO**

Position applied for:
Department/location:

Full name: **Title:**	
Address: **Postcode:**	**Country:**
Preferred contact number:	**E-mail:**

Present/most recent employer:	
Job title:	**Salary:**
Dates of employment (mm/yyyy):	
Duties & responsibilities:	
Reason for leaving:	
Period of notice required:	

Secondary and further/higher education details		
Name of School/College	**Qualifications including results and grade**	**Date (mm/yyyy)**
Give details of any other certificates held with dates: vocational training including apprenticeships, professional qualifications, membership of professional institutions etc		
Name of Institute	**Qualifications including results and grade**	**Date (mm/yyyy)**

Full employment history excluding current post		
Dates (mm/yyyy) **From** **To**	**Employer Name & Address details**	**Job title, main responsibilities and reason for leaving**

Please state why you are interested in this position and give details of skills and experience. Reference can be made to voluntary work and other interests.

Have you ever been convicted at a court, or cautioned by the police, for any offence which is <u>unspent</u> under the terms of the Rehabilitation of Offenders Act 1974?

YES/NO

If yes, please give details:

If this position requires a DBS Certificate (formerly CRB disclosure) because it involves contact with children/young people/adults at risk (or access to data about them). You will need to tell us about any convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate. If you need some guidance on this - please refer to the application pack relating to this vacancy.

Please give details if applicable:

If applicable to the position, please indicate if you hold a full driving licence which is valid in the UK? YES/NO

You may be asked to bring your driving licence with you to interview.

We are serious about providing employment opportunities for disabled people and welcome applications. Do you consider you have a disability, as defined by the Equality Act 2010? For these purposes this means if you have "a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities." Those with cancer, HIV or MS are covered from the date of diagnosis. We will guarantee an interview to all applicants with a disability who meet the essential criteria on the person specification.

In order for us to assess your right to a guaranteed interview please indicate below whether you have a disability. YES/NO

Are you related to any employee of Sandhurst Town Council, any Elected Member of the Council or any School Governor? YES/NO
If yes, please give details:

References:
Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent**.**

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends.

1.	**2.**
Tel no: **Email:** **Position held:** **May we contact prior to interview? YES/NO**	**Tel no:** **Email:** **Position held:** **May we contact prior to interview? YES/NO**
In what capacity does the referee know you? **(e.g. Your manager, your colleague, HR department, community leader etc)**	**In what capacity does the referee know you?** **(e.g. Your manager, your colleague, HR department, community leader etc)**

For positions working with children/ young people or adults at risk we aim to take up references prior to interview. We encourage you to give permission, but will respect your decision if you decide against it.

If you have any future commitments which might affect whether you will be able to attend for interview, please detail here:

Declaration

I declare that all the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed. I am also aware that canvassing of Members of the Council directly or indirectly is strictly prohibited and will disqualify me for the post.

I consent to Sandhurst Town Council processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the Data Protection Act 1998.

Signed Date

If you are completing this form electronically, you will be asked to sign if you are invited for interview

STC is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

EQUAL OPPORTUNITIES MONITORING

The remaining part of the form will not be seen by those involved in the shortlisting process.

Surname: **Title:**

Forename(s):

Position applied for:

Age Range – please tick as appropriate:

19 or under		50 - 59	
20 – 29		60 - 65	
30 - 39		Over 65	
40 - 49			

To help us ensure that our equal opportunities policy is fully and fairly implemented please complete this section of the monitoring form. The information provided is kept separately from the remainder of your application and is not seen by anyone involved in short listing either during or after the recruitment process.

Please tick as appropriate:

Female:	
Male:	
Other	

How would you describe your ethnic origin?

ASIAN OR ASIAN BRITISH		BLACK OR BLACK BRITISH		ARAB/ OTHER ETHNIC GROUP		MIXED		WHITE	
Indian		Caribbean		Arab		White & Black Caribbean		English/ Welsh/ Scottish/ Northern Irish/ British	
Pakistani		African		Other Ethnic Group		White & Black African		Irish	
Bangladeshi		Other				White & Asian		Gypsy/Irish Traveller	
Nepali						Mixed Other		Show people/Circus	
Chinese								Other	
Filipino								Prefer not to say	
Other									

Which of the following best represents your religion/belief?

Buddhist		Muslim		Prefer not to say	
Christian		Sikh			
Hindu		Other religion/belief			
Jewish		No religion/belief			

Which of the following best represents your sexual orientation?

Bisexual		Heterosexual/Straight		Prefer not to say	
Gay man		Lesbian/Gay woman		Other:	