



CONFIDENTIAL

Please complete all sections and write clearly

APPLICATION FOR EMPLOYMENT AS:

Blank space for the applicant to specify the position they are applying for.

PERSONAL DETAILS

Surname: _____ (Mr/Mrs/Miss/Ms) First Name(s): _____
Home Address: _____
Postcode: _____
Telephone Nos: Home: _____ Work: _____
Email Address: _____
National Insurance No: _____
Next of Kin: _____ Relationship: _____
Address: _____

EDUCATION AND TRAINING

School/College/University	Dates	Qualifications Obtained (inc. grades)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Membership of Professional Institutes, Associations etc:

Training & Development activity in last 2 years:

REFERENCES

Please give details of two people we could approach for a reference:

Name:	Name:
Job Title:	Job Title:
Company Name:	Company Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:

Note: Unless you state here to the contrary, it will be assumed that you have no objection to the Council taking up references immediately. One reference should be from your present employer, or last employer if unemployed

ABILITY TO DRIVE

Do you hold a full driving licence? YES/NO Do you own or have access to a vehicle? YES/NO

LANGUAGES

Please indicate your ability in languages other than English

Language	Degree of fluency	
	Written	Spoken

CRIMINAL OFFENCES

Have you ever been convicted of a criminal offence – other than a spent conviction under the Rehabilitation of Offenders Act – or received a police caution? YES NO

OTHER INFORMATION

1. Do you have the legal right to live and work in the U.K.? YES NO
2. If yes, is this subject to you having a valid visa and work permit? YES NO

(If you have answered yes to question 2, you will be asked to produce evidence of your nationality and identity if you are invited for an interview)

RELATIONSHIPS

Are you related to a Councillor or employee of the Council? YES NO

If YES, please give the name of the Councillor/employee:

Where did you see this post advertised?

I declare that to the best of my knowledge the information in this application is correct. I have not canvassed, either directly or indirectly a Member or officer of the Council in connection with this application. I understand that withholding relevant information or providing false or misleading information renders me liable to dismissal, if employed. I hereby give my consent for the information contained in this application to be processed by the Council, as required, in accordance with the principles of the Data Protection Act 1998.

Signed: Date:

Please return to: **The Town Clerk, Haverfordwest Town Council, Picton House, 2 Picton Place, Haverfordwest, SA61 2LU**