



Axminster Town Council

Application Form



Job title:	Guest & Event Co-ordinator (Guildhall) (15hrs pw.)		
Full Name:			
Address:			
Contact Tel:			
Email:			
Do you have the legal right to live and work in the UK?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this subject to having a work permit?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
National Insurance Number:			



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- 1. Please explain how your knowledge and skills meet those in the person specification for this role**



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2. Work experience – please list the roles you have held, starting with your current / most recent post

Role	Company / Organisation	Dates in role From / To	Reason for Leaving



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3.Education and Qualifications

Please also list any training you have undertaken to equip you for this role



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4. Additional Information

Do you have a disability as defined by the Equality Act 2010	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please give brief details to tell us if there is support which we can provide at interview or in employment if you are offered the job:	
Have you ever been dismissed from employment for a reason other than redundancy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please give reasons:	
Have you ever been suspended or subject to disciplinary action in any employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please give reasons:	
APPLICANT DECLARATIONS	
CRIMINAL CONVICTIONS	
<p>The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.</p> <p>Applicants should note that providing false information to obtain employment is a criminal offence.</p> <p>Failure to declare a conviction, caution, bind-over or a pending prosecution, may disqualify you from appointment or result in summary dismissal.</p> <p>Disclosure of a criminal record will not necessarily debar you from employment with Axminster Town Council, this will depend upon the nature of the offence(s), frequency and when they occurred.</p>	



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Please answer the following:

Do you have any criminal records to declare? (this includes criminal convictions or police cautions spent or otherwise)

Yes ☐ No ☐

If YES, when did this take place?

Are there any current criminal proceedings against you? (This includes any cautions, bind-overs, police warnings or pending prosecutions.)

Yes ☐ No ☐

If you answer yes to any of the questions on the previous page and you will be expected to provide details of the conviction(s) or offence(s) in a sealed envelope marked 'private and confidential'. If you are not short-listed the envelope will be securely destroyed.

Please note that it is a condition of your employment that you inform the Council if you are convicted of any criminal offence (including driving offences). Failure to do so may result in disciplinary action being taken including the termination of your employment.

RELATIVES

Are you related to, or the partner of, any Councillor or employee of Axminster Town Council?

Yes ☐ No ☐

If so, please give Name:

Department:

Relationship:

DATA PROTECTION



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I understand that the information contained in this form is personal data, which will be held on computer, and if I am appointed, further information about me will be computerised for personnel administration purposes, including analysis for management purposes and statutory returns and that such data is subject to the Data Protection Act 1998.

I have completed this application form accurately and truthfully. I have not withheld any information that could reasonably be considered relevant to my application. I understand that the appointment, if offered, will be subject to the information on this application being correct. I understand that providing false information with regard to this application shall disqualify me from such appointment, or if discovered after employment, may lead to my dismissal.

REFERENCES

Please supply the names and addresses of two referees; one should be your current or most recent employer and the other your previous employer (someone who knows you in a professional or training/education context).

Referee No 1

Current/most recent Employer

Job Title:

Company Name:

Address:

Telephone Number:

Fax Number

Email:

Relationship:

Referee No 2

Previous Employer

Job Title:

Company Name:

Address:

Telephone Number:

Fax Number:

Email:

Relationship:

I hereby authorise you to take up references from my present employer, my previous employer(s) or the people that I have submitted as personal referees once an invite for interview of employment has been confirmed. In addition, I hereby authorise you to take up other reference checks, as you may deem appropriate.

Signed

Dated



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Space for any other information you feel might be helpful to us in considering your application: