



BUCKINGHAM TOWN COUNCIL APPLICATION FORM

| | |
|------------------|--|
| Post applied for | |
|------------------|--|

PERSONAL DETAILS

| | | | |
|---------------|--|------------------|--|
| Surname | | (Mr/Mrs/Miss/Ms) | |
| First Name(s) | | | |
| Address | | | |
| Postcode | | | |

| | | | | | |
|---------------------------------------------|--|---------------|--|---------|--|
| N.I.Number | | | | | |
| Tel.Home | | Work | | Mobile | |
| Fax | | Email contact | | | |
| Do you have a current valid driving licence | | | | Yes/No? | |

CURRENT OR LAST EMPLOYER

| | | | |
|---------------------------------------------|--|--------------------|--|
| Employer's name | | Position held | |
| Employer's address | | | |
| Postcode | | | |
| Date started | | Date finished | |
| Salary | | Reason for leaving | |
| Please give a brief summary of duties: | | | |
| | | | |
| When would you be available for employment? | | | |

ACTION FOR EQUALITY

Buckingham Town Council is an equal opportunities employer. The aims of the Equalities Policy are to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.

| PREVIOUS EMPLOYMENT | | | |
|----------------------------------------------|--|--------------------|--|
| Please list, detailing the most recent first | | | |
| From | | To | |
| Position Held | | | |
| Name of Employer | | | |
| Address of Employer | | | |
| Salary | | Reason for Leaving | |
| Brief Summary of Duties: | | | |
| | | | |

| | | | |
|--------------------------|--|--------------------|--|
| From | | To | |
| Position Held | | | |
| Name of Employer | | | |
| Address of Employer | | | |
| Salary | | Reason for Leaving | |
| Brief Summary of Duties: | | | |
| | | | |

| | | | |
|--------------------------|--|--------------------|--|
| From | | To | |
| Position Held | | | |
| Name of Employer | | | |
| Address of Employer | | | |
| Salary | | Reason for Leaving | |
| Brief Summary of Duties: | | | |
| | | | |

| Previous Employment Continued... | | | | | | |
|----------------------------------|----|---------------|------------------|---------------------|--------|--------------------|
| From | To | Position Held | Name of Employer | Address of Employer | Salary | Reason for Leaving |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

SUPPORTING STATEMENT

Drawing upon your experience, skill, abilities and qualifications you should demonstrate their relevance to the job that you have applied for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for the job.

Please enter your information here.

REFERENCES

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer.

Please note that for certain posts the council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

| 1 | Name | | 2 | Name | |
|---|----------------------------------|---------|---|----------------------------------|---------|
| | Position | | | Position | |
| | Relationship | | | Relationship | |
| | Known by another name | | | Known by another name | |
| | Address | | | Address | |
| | Postcode | | | Postcode | |
| | Telephone No. | | | Telephone No. | |
| | Email address | | | Email address | |
| | Can we contact before interview? | Yes/No? | | Can we contact before interview? | Yes/No? |

ASYLUM & IMMIGRATION ACT 1996

Under the Asylum & Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and are able to produce documentation?

Yes No

FURTHER INFORMATION AND DECLARATION

Canvassing

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

- Are you related to a Councillor or Officer of the Council?

If yes, please give Name

Relationship

Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

- (Note: The person specification will indicate what is required) Yes No

Special Arrangements

If you have a disability please let us know of any special arrangements you may need to make if you are shortlisted for interview?

Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand information from this form may be computerised for personnel/ employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. **WARNING:** any person appointed to the Council having given false information will be liable to dismissal without notice.

Signed

Date