**APPLICATION FOR EMPLOYMENT**

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| **PRIVATE AND CONFIDENTIAL**  Return this form to: Thame Town Council, Town Hall, High Street, Thame, Oxon OX9 3DP.  Tel: 01844 212833 e-mail: recruitment@thametowncouncil.gov.uk.  **POSITION APPLIED FOR** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Surname | Forename(s) | | Title |
| Address (including postcode):  Email: Home Telephone No. Mobile No. | | | |
| NI No. | |  | |
| Current driving licence Yes/No  Groups: Expiry Date: | | Details of  endorsements | |
| Are you legally entitled to work in the UK? Yes  No  (if no please provide details) | | | |

**EDUCATION HISTORY**

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| --- | --- | --- |
| Schools/Colleges/University | Dates | Qualifications gained |
| Other training | Dates | Qualifications gained |

**OTHER COMMITMENTS**

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| Please detail any other employment and/or public or voluntary commitments you would continue with if you were to be successful in obtaining this position. |

**EMPLOYMENT HISTORY (please complete in full and use a separate sheet if necessary)**

| Name and address of Employer | Dates | Job Title and Duties | | Rate of Pay | Reason for leaving |
| --- | --- | --- | --- | --- | --- |
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|  |  |  | |  |  |
| Notice required in current post: | | |  | | |

**REFERENCES**

|  |  |
| --- | --- |
| 1. Work related | 2. Character |

**LEISURE**

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| Please detail your leisure interests, sports and hobbies, other pastimes, etc. |

**CRIMINAL RECORD**

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| Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service. |

**GENERAL COMMENTS**

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| Please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification/job description) and any other relevant information. |

**HEALTH**

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| Do you require any reasonable adjustments for the interview and selection process? Yes  No  If yes please provide details: |

**DECLARATION (Please read this carefully before signing this application)**

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| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  2. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the council, any offer of employment may be withdrawn or my employment terminated.  3. I consent to my personal information to be used for the purposes of this job application.  4. I understand that canvassing of Members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Thame Town Council regards your privacy as important and the personal information you give to us will used in accordance with our Data Protection Privacy Notice (Recruitment).**