

Application Form

STRICTLY CONFIDENTIAL

Please complete this form in BLACK INK or typescript

Job Title Applying for:

1. Personal Details

Surname:

First names:

Preferred name:

National Insurance Number:

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr (Tick as appropriate)

Or other (please give details):

Home Address:

Post code:

Contact Details

Phone:

E-mail address:

Do you need to hold a work permit?

☐ YES ☐ NO

Can you speak Welsh?

☐ YES ☐ NO

2. Education and Training

a) General Education and Qualifications
(Continue on a separate sheet if necessary)

School, College, University etc

Qualification and Subject

Level

Grade

b) Professional Qualifications (Please include details of vocational courses including technical qualifications)			
Awarding Body		Qualification	

c) Current Membership of Professional Organisations	
Organisations:	
3. Employment History	
a) Present / Latest Employment	
Name and address of current employer	Date commenced:
	Present pay: <input type="checkbox"/> Week <input type="checkbox"/> Year (please tick) Present Post and Grade: Notice required: Earliest date you could take up employment:

Dates (Month / Year)		Employer & address	Position / Grade	Reason for leaving
From	To			

4. Additional Information

(Please explain any employment gaps).

5. General Information

a) Number of days sickness absence from work during last 3 years:

Please state reason for sick absence:

b) Are you related to any Councillors or staff of Coedpoeth Community Council?

☐ YES ☐ NO

If yes, please give details:

c) Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

Because of the nature of the work for which you are applying, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act.

Is there any information that you should give? ☐ YES ☐ NO

If Yes, please give details:

6. References

a) Enter the names and addresses of the persons from whom references can be obtained. This should be your two most recent employers.

1. Name:	Post Title:
Address:	
Post code:	Tel No:
In what capacity does the person know you? Employer / Regional Manager	
2. Name:	Post Title:
Address:	
Post code:	Tel No:
In what capacity does the person know you?	

b) When may your present employer be asked for a reference:

Only after you are offered an interview ☐

Only after you are offered the post ☐

7. Declaration	
I declare that the information set out in this application form is true in all respects and I understand that the provision of false information may render me liable for dismissal, if appointed. I am also aware that canvassing of Councillors or staff of Coedpoeth Community Council will disqualify me.	
Signed:	Dated:
Should you be appointed to the post for which you have applied, certain information provided by you in this form will be used to provide a computerised record system and under the Data Protection Act 1998 will be held securely and treated in confidence.	