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**Melksham Town Council**

**APPLICATION FOR EMPLOYMENT**

**Guidance Notes for Job Applicants**

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

**Information in Support of your Application**

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate sheet.

This post may necessitate occasional travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

**References**

A building with flags on the side

Description automatically generatedA minimum of two references are required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.

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**APPLICATION FORM**

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required. Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

|  |  |  |
| --- | --- | --- |
| **Job Details** | | |
| **Post applied for:** | Click or tap here to enter text. | |
| **Where did you see the post advertised?** | Click or tap here to enter text. | |
| **Personal Details** | | |
| **Surname:**  Click or tap here to enter text. | | **Forename(s):**  Click or tap here to enter text. |
| **Preferred Title (e.g. Mr/Mrs/Miss/Ms/Dr/Other):**  Click or tap here to enter text. | | |
| **Address:**  Click or tap here to enter text.  **Post Code:**  Click or tap here to enter text. | | |
| **Telephone Numbers**  **Home:**  Click or tap here to enter text. | | **Mobile:**  Click or tap here to enter text.  **Work:**  Click or tap here to enter text. |
| **Personal Email:**  Click or tap here to enter text.  *(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate.)* | | |
| **Immigration, Asylum and Nationality Act 2006**  *It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.* | | |
| **Do you require a work permit to work in the UK?**  Yes  No  **If yes, please provide details:**  Click or tap here to enter text. | | |

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| **Relationship to any Council Member or Employee** | | |
| **To your knowledge, are you related to any member or employee of the Town Council?** | | Yes  No |
| **If yes, please provide details**  *Failure to disclose such a relationship and/or canvassing will disqualify you from appointment and, if appointed, you may be dismissed without notice.* | | Click or tap here to enter text. |
| **Present or Most Recent Employment** | | |
| **Name of Employer:**  Click or tap here to enter text.  **Address of Employer:**  Click or tap here to enter text.  **Post Code:**  Click or tap here to enter text. | | |
| **Job Title:**  Click or tap here to enter text. | **Dates Employed:**  Click or tap here to enter text. | |
| **Current or Final Salary:**  Click or tap here to enter text. | **Period of Notice Required:**  Click or tap here to enter text. | |
| **Please give a brief outline of your main responsibilities:**  Click or tap here to enter text. | | |

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| **Previous Employment**  *Please list all previous employment in chronological order (most recent first)* | | | |
| **Dates From/To** | **Name & Address of Employer** | **Job Title and Main Responsibilities** | **Reason for Leaving** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Education & Qualifications**  *Please give details of all educational qualifications obtained and those currently being pursued* | | | | | | |
| **Name of School, College, University etc** | | **Dates Attended**  **From/To** | **Subjects Studied and**  **Qualifications Worked Towards** | | | **Grades and Year Obtained** |
| Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. |
| **Training**  *This includes trade/professional training, government training schemes, apprenticeships, short courses, and secondments* | | | | | | |
| **Course Title** | **Organisation** | | | **Dates** | | |
| Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | | |
| **Membership of Professional Institutes** | | | | | | |
| **Institute** | **Level of Membership** | | | | **Year of Award** | |
| Click or tap here to enter text. | Click or tap here to enter text. | | | | Click or tap here to enter text. | |

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| **Other Experience**  *Details should be given for any period not accounted for by full-time employment, education or training, e.g. unemployment or voluntary work* | |
| **Experience** | **From/To** |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| **Information in Support of Your Application**  *If further space is needed, please continue on a separate A4 sheet* |
| Click or tap here to enter text. |

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| --- | --- | --- |
| **References**  *Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.* | | |
| **Referee One** | | **Referee Two** |
| **Name:**  Click or tap here to enter text. | | **Name:**  Click or tap here to enter text. |
| **Job Title:**  Click or tap here to enter text. | | **Job Title:**  Click or tap here to enter text. |
| **Name of Organisation:**  Click or tap here to enter text. | | **Name of Organisation:**  Click or tap here to enter text. |
| **Address:**  Click or tap here to enter text.  **Post Code:**  Click or tap here to enter text. | | **Address:**  Click or tap here to enter text.  **Post Code:**  Click or tap here to enter text. |
| **Tel No:**  Click or tap here to enter text. | | **Tel No:**  Click or tap here to enter text. |
| **Email Address:**  Click or tap here to enter text. | | **Email Address:**  Click or tap here to enter text. |
| **How long have you known this person and in what capacity?**  Click or tap here to enter text. | | **How long have you known this person and in what capacity?**  Click or tap here to enter text. |
| **Rehabilitation of Offenders Act 1974**  *Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the Council.* | | |
| Click or tap here to enter text. | | |
| **Additional Information** | | |
| **Do you hold a current driving licence?**  Yes  No  **If YES, please state the type of licence you hold:**  Click or tap here to enter text. | **Are you a car owner?**  Yes  No  **If NO, do you have access to a car?**  Yes  No | |
| **Do you have any current endorsements?** Yes  No  **If YES, please specify:**  Click or tap here to enter text. | | |

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| **Declaration** |
| *I declare that the information contained in this application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment void and, if I am appointed, liable to dismissal without notice.*  **Data Protection:**  *If I accept employment with Melksham Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.*  **Signed:**  *(An electronic signature is acceptable)*  Click or tap here to enter text.  **Name:**  Click or tap here to enter text.  **Date:**  Click or tap here to enter text.  **If this form has been completed electronically, please indicate your consent:**  Yes  No  ***If you are appointed following an interview, please give the Chair of the Council a signed copy to be held on the personnel file.*** |

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**Melksham Town Council**

**GDPR Privacy Notice for all Job Applicants**

**Introduction**

As part of any recruitment process, Melksham Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

**What information does the organisation collect?**

The organisation collects a range of information about you. This includes:

* your name, address, and contact details, including email address and telephone number;
* details of your qualifications, skills, experience, and employment history;
* information about your current level of remuneration;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK;
* equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering a contract with you. It also needs to process your data to enter a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Melksham Town Council relies on legitimate interests as a reason for processing data and has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

**How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
* ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.