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| **Guidance Notes To Job Applicants** |

Thank you for your interest in applying for a position with Bradwell Parish Council. All information is treated in the strictest confidence and the information you supply is processed and stored according to the Council’s privacy policy and in compliance with the EU General Data Protection Regulation (2018).

**How to complete the form:**

1. **Electronically**: You can complete the form and return via email to [clerk@bradwell-pc.gov.uk](mailto:clerk@bradwell-pc.gov.uk). If you have further information you wish to share, please do so on a separate page after the declaration. By completing the application electronically and sending via email, you will be considered to have signed the declaration and that the answers to Section 3 (Rehabilitation of Offenders Act 1974) are true and accurate.
2. **Post:** You can print off a blank version of the form and complete in black ink and post to Mr Philip Farquharson, Clerk to the Council, Bradwell Parish Council, 21 Glovers Lane, Heelands, MK13 7LW.

**Right to Work in the United Kingdom:** Bradwell Parish Council has a duty under the Immigration, Asylum and Nationality Act 2006 to ensure that job applicants have a right to work in the United Kingdom. On the form you are asked to confirm that you are able to supply evidence of your eligibility to live and work in the UK. This could be Biometric Residence Permits or identity cards issued by a country in the European Economic Area (or Switzerland), UK Passport, UK Birth and Adoption Certificates or Certificates of Registration or Naturalisation as a British Citizen. Please go to <https://www.gov.uk> to see the full list of acceptable document. If invited for an interview you will be asked to bring along original documents as copies cannot be accepted.

**Equality:** Bradwell Parish Council appoints on merit and its recruitment process ensures that there is no discrimination on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion, belief, gender and sexual orientation.

**Health and Mobility:** Bradwell Parish Council has a duty under the Equality Act 2010 to make “reasonable adjustments” for people with disabilities who want to work for the Council. Please let the Clerk know if you have a disability that by making some adjustments would mean you would feel more comfortable in the interview or selection process.

**Rehabilitation of Offenders Act 1974:** Please note that if you are applying for a post, which is exempt under the Rehabilitation of Offenders Act (these posts normally involve working with children or vulnerable adults), you must declare all convictions, spent and unspent and any cautions or bind-overs. Failure to do so may result in any offer of employment being withdrawn, or your dismissal, if already appointed. If you are applying for a post that is exempt, you will be required to provide us with proof of your identity, and if appointed, a criminal record check may be undertaken through the Criminal Records Bureau. An offer of employment will not be confirmed unless this check is satisfactory to the Council.

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| **Section 1. Personal Details** |

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| Title (Mr, Ms, Miss, Mrs, etc) | | | Other (please specify) | |
| Forenames |  | | | |
| Surname |  | | | |
| Address |  | | | |
| Post Code |  | | | |
| Email address |  | | | |
| NI Number |  | | | |
| **Contact Details** | | | | |
| Home telephone number | | Daytime telephone number | | Mobile number |
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| **Right To Work In The United Kingdom**  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 |

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| **Section 2. Health & Mobility**  Successful applicants will be required to complete a medical questionnaire and may be required to attend a medical examination prior to appointment. | | | | |
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| The post you have applied for involves driving/the ability to travel. Are you able to fulfil these duties? | | | Yes | No |
| Do you have a full current driving licence? | | | Yes | No |

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| **Section 3. Disclosure of criminal convictions**  To apply for a position with Bradwell Parish Council you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974. | | |
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| I have no unspent convictions. | Yes | No |
| I have attached details of unspent criminal convictions in a sealed envelope. | Yes | No |

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| **Section 4. Employment** |

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| **Current (or most recent) Employment Details** | | | |
| Employer |  | | |
| Address |  | | |
| Post code |  | | |
| Position held |  | | |
| Salary |  | | |
| Date commenced |  | Date finished |  |
| Reason for leaving |  | | |
| Brief summary of duties |  | | |

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| --- | --- |
| When would you be available for employment? |  |

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| --- | --- | --- | --- |
| **Previous Employment (most recent first)** | | | |
| Employer |  | | |
| Address |  | | |
| Post code |  | | |
| Position held |  | | |
| Salary |  | | |
| Date commenced |  | Date finished |  |
| Reason for leaving |  | | |
| Brief summary of duties |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Address |  | | |
| Post code |  | | |
| Position held |  | | |
| Salary |  | | |
| Date commenced |  | Date finished |  |
| Reason for leaving |  | | |
| Brief summary of duties |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | | |
| Address |  | | |
| Post code |  | | |
| Position held |  | | |
| Salary |  | | |
| Date commenced |  | Date finished |  |
| Reason for leaving |  | | |
| Brief summary of duties |  | | |

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| --- | --- | --- | --- |
| Employer |  | | |
| Address |  | | |
| Post Code |  | | |
| Position held |  | | |
| Salary |  | | |
| Date Commenced |  | Date finished |  |
| Reason for leaving |  | | |
| Brief summary of duties |  | | |

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| **Section 5. Education & Qualifications** |

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| Dates | School, college, university etc. | Qualification |
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| **Section 6. Job Related Training/Professional Qualifications** |

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| Dates | Awarding body / institution | Qualifications/membership level |
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| **Section 7. 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. |

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| --- | --- | --- | --- |
| Reference 1 | | Reference 2 | |
| Name | | Name | |
| Job Title | | Job title | |
| Relationship | | Relationship | |
| Company name | | Company name | |
| Address | | Address | |
|  | Postcode |  | Postcode |
| Telephone number | | Telephone number | |
| Email address | | Email address | |

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| May we contact this referee prior to interview | Yes | No | May we contact this referee prior to interview | Yes | No |

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| **Section 8. Supporting Statement**  Please use the space below to explain how you meet the requirements of the person specification and provide examples as appropriate. Include any additional information you think is relevant. |

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| **Section 9. Declaration & Signature** |

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| I certify that the information given on this form is factually accurate to the best of my knowledge and will be processed by Bradwell Parish Council in accordance to the EU General Data Protection Regulation (2018). In addition, in accordance with this regulation, this information may also be used for the prevention and detection of fraud or crime. Any person appointed to the Council having given false information may be liable to dismissal without notice. | |
|  | |
| Signed | Date |