

South Willesborough & Newtown (SWAN) Community Council

Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets if required.

Job Details	
Post applied for:	
Where did you see the post advertised?	(This will help us with advertising future posts)
Personal Details	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email:	
(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
Asylum and Immigration Act 1996. 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 SWAN Community Council that the Asylum and Immigration Act 1996 is being complied with.	
Do you require a work permit to work in the UK?	Yes/No
GDPR PLEASE SEE ATTACHED Full GDPR Privacy Notice for Job Applicants	
References	
<i>(please refer to the Guidance Notes for Job Applicants on page 5)</i>	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:

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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 and to	Subjects studied / qualifications worked towards	Grades and year obtained

TRAINING

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

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Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, e.g. unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

(please refer to the Guidance Notes for Job Applicants on page 5)
If further space is needed, please continue on a separate A4 sheet.

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Additional Information

Driving Licence:

Do you hold a current driving licence? Yes/No If YES, please state the type of licence you hold:	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:	
Interview Arrangements	
If you have a disability, please tell us if there are any reasonable adjustments SWANCC can make to help you in your application / interview.	
Are there any dates when you will not be available for interview?	
When can you start working for us?	

Declaration
<p>I declare that the information contained in the 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, if I am appointed, liable to dismissal without notice.</p> <p>Data Protection:</p> <p>If I accept employment with SWAN community Council, I consent to my personal information being held by them for the administration of my contract of employment.</p> <p>Signed: _____ Date: _____</p> <p>Name: _____</p>

Brief Guidance Notes for Job Applicants

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

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**, the essential criteria, 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 separate A4 sheets.

When posts require regular 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 minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. 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.