

*When you have completed this application form, please return it by email to:*

[townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)



Application No:

(for office use only)

## LEWES TOWN COUNCIL

### A P P L I C A T I O N F O R E M P L O Y M E N T

Post applied for:

#### PERSONAL INFORMATION:

<b>Surname:</b> Preferred Title: Address:	<b>First Name(s)</b> Daytime telephone Evening telephone Mobile telephone E-mail Planned holiday dates
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#### PRESENT EMPLOYMENT (or, if unemployed; last employment):

Name and Address of current/last employer	Post Title: Salary:  Date appointed to post: Notice period required: Reason for leaving (and date if relevant):
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**WORK HISTORY:** Please list your past employers, starting with your present or most recent job and working backwards.  
Please explain any breaks in employment

From	To	Employer	Position/job-title	Grade/salary and reason for leaving

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Please describe the **SKILLS, QUALITIES AND EXPERIENCE** that you would bring to this role. Include expertise both in and outside paid employment, *eg.* your current or any other job, voluntary work, leisure interests, domestic work, study, etc. **Information provided in this part of your application should clearly demonstrate how you meet the requirements of the post as described in the person specification.**

**PROFESSIONAL DEVELOPMENT:**

Please provide evidence of your learning / qualifications / any memberships\* of professional bodies *etc* relevant to this post

\*please indicate whether by examination or election

**ADDITIONAL INFORMATION**

Are you related to a serving Lewes Town Councillor or a member of staff? Yes No  
(If yes, please give details)

Do you have a clean current driving licence? Yes No

Are you a car owner? Yes No

**RESPONSE MONITORING:**

How did you learn of this vacancy ? (eg name of publication/website or other source)

**REFEREES:**

Please give details of two referees; **The second of which must be your current/last employer.** *Tick the box if you do not wish your current employer to be approached for a reference prior to a job being offered to you:*

1) Name	2) Name
Position	Position
Address	Address
email address:	email address:
Telephone No:	Telephone No:

**DECLARATION:**

**I declare that the information given is true and complete.**  
**I understand that canvassing of councillors or staff directly or indirectly will invalidate this application.**  
**NOTE:** You must declare any relationship to serving councillors or staff of the Council

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DATA PROTECTION:**

The information you have supplied in this application may be processed on computer or form the basis of manual records. Lewes Town Council requires the data for operational, managerial and associated purposes relevant to the maintenance of the personnel system for all its employees. Where your application has been unsuccessful your details will be held on file for six months and will then be destroyed.

**TO SUBMIT YOUR APPLICATION**

**CHECK** that all sections of this application have been completed

**SAVE** a copy of this application for your own records

**SUBMIT** a copy of this application by email to: [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)

**Closing date for applications is shown in the advertisement and no forms will be accepted after this date**

Please see our website for other information including the recruitment timetable and any specific advice or requirements related to this post [www.lewes-tc.gov.uk](http://www.lewes-tc.gov.uk)

**RECRUITMENT MONITORING****APPLICATION NUMBER**

The information given in this section will be separated from the application form prior to shortlisting. It is NOT part of the selection process.

(for office use only)

Lewes Town Council is committed to equal opportunities and our staff help us deliver services to the whole community of Lewes. All shortlisted candidates will be expected to display an understanding of equal opportunities. The Council strives to ensure that no job applicant receives less favourable treatment on the grounds of race, nationality, ethnic or national origins, disability, sex or marital status, or is disadvantaged by conditions or requirements that are not justifiable. We endeavour to recruit, promote, train and treat individuals on the basis of their merits and abilities alone.

One means of monitoring recruitment practice is by the analysis of information obtained from applicants for employment. Please complete the questions below. The information provided is confidential and will help to develop future employment practice.

The Council is under a duty to protect the public funds it administers and, if you are appointed, we may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Name:		
Post applied for:		
Date of Birth:		
Would you regard yourself as having a disability	Yes	No
Do you require any adjustments to our recruitment/interview process due to this?	Yes*	No
* If Yes, please specify:		

**ETHNIC ORIGIN:**

English	Asian or Asian British – Bangladeshi
White Irish	Any other Asian background
White Other	Please specify:
Mixed White and Black Caribbean	Black or Black British – Caribbean
Mixed White and Black African	Black or Black British – African
Mixed White and Asian	Any other black background
Any other mixed background	Please specify:
Please specify:	Chinese
Asian or Asian British – Indian	Other
Asian or Asian British – Pakistani	Please specify:

**NATIONALITY**

What is your nationality?
NOTE: Under the Immigration, Asylum, and Nationality Act 2006, you must provide proof of your right to work in the UK, if offered the post.

**CRIMINAL CONVICTION:**

Under the Rehabilitation of Offenders Act 1974 certain convictions become “spent” after a specified period of time, and those with spent convictions are not required to disclose the conviction on application forms if asked to do so. A sentence of longer than 2 ½ years in prison never becomes spent.

**Q:** Have you ever been convicted of a criminal offence in the past which has not become “spent” under the Rehabilitation of Offenders Act 1974?      Yes                      No

**Q:** Are you subject to pending criminal prosecution or proceedings?      Yes                      No

Please give the nature of any “unspent” convictions or pending criminal proceedings (not including minor traffic offences). If you are in doubt about your answer to the above question(s), ensure that you obtain clarification of your circumstances before making an application.

The Council reserves the right to make a criminal record check in respect of applicants for appointment, or registration involving substantial access to children

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**DECLARATION and CONSENT:**

**I declare that the information given on this form is true, and I consent to its use as described above**

**Signature:.**

**Date:**