

Employment Application Form

## Please read the attached notes and then complete the relevant parts of this form

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| **Vacancy applied for**: Catering Assistant  **Closing Date**: 18 September 2024 | **Application to be returned to:**  Town Clerk  Oakengates Town Council  The Wakes  Theatre Square  Oakengates, TF2 6EP  or **Email** application to: [townclerk@oakengates-tc.gov.uk](mailto:townclerk@oakengates-tc.gov.uk) |

**1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)**

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| --- | --- | --- |
| Surname/Family Name: | Initials: | Contact Tel No:  Email Address: |
| Correspondence Address:    Postcode: | | If it is a requirement on the person specification for this job that you hold a current driving licence please state:  Type of licence held:  Date obtained: |
| Oakengates Town Council operates guaranteed interview schemes for some applicants – please read our notes for full details. Please tick the box below if you meet the criteria outlined in the guidance notes and wish to be considered for one of these schemes:  Disabled applicant: 🞏 Ex-Service personnel: 🞏 Applicant from a care background: 🞏 | | |

**2. EDUCATION AND TRAINING**

Please give details of secondary, further and higher education, examinations passed, other relevant training undertaken and memberships of any professional bodies. Please note that you will be asked to bring along original certificates at the interview if you are shortlisted.

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| --- | --- | --- | --- |
| Name of School/College/University/  Professional Body/Institution | Period of study or Membership | Subject and type of qualification or course | Grade/Membership Number |
|  |  |  |  |

**3. CURRENT OR MOST RECENT EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| Job Title | | |
| Employer and Address:    Tel. No.  Email: | Date appointed:  Date left (if applicable):  Reason for leaving: | |
| Present wage/salary £  Please specify type and value of any allowance(s) included in the above | Notice required/date available for employment | |
| Description of current duties and responsibilities: | |

**4. PREVIOUS EMPLOYMENT/EXPERIENCE**

Starting with the most recent, please list previous experience. All time since leaving full time education should be accounted for. Additional sheets may be added. Please state reasons for any gaps in employment history.

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| --- | --- | --- | --- |
| Name and address of employer | Job title/brief outline of duties (including salary/grade) | Dates | Reason for leaving |
|  |  |  |  |

**5. SUPPORTING STATEMENT**

Please set out below any further information which you feel supports your application for this job. You should use the person specification for the job you are applying for as a guide and set out how your knowledge, skills, experience, work approach and behaviours meet those required for this job

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Use a separate sheet if necessary, ensuring that each additional sheet bears your name, the job title and vacancy number of the job for which you are applying.

C.V.s are not acceptable instead of this application form.

**6. REFERENCES**

Please give details of two referees who we may ask about your suitability for the post. If you have previous employment one of these must be your current or most recent line-manager. Referees must not be related to you. References will normally only be taken up if you are selected for interview. We reserve the right to approach your current and **any** previous employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1.**  Name:  Address:  Tel. No:  Email:  Occupation:  Work/Personal\* |  | **Referee 2.**  Name:  Address:  Tel. No:  Email:  Occupation:  Work/Personal\* |  |

\*Please indicate if this is a work or personal referee.

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| May these references be taken up without further authority from you? State **YES/NO** |

**7. OTHER INFORMATION**

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| --- |
| Are you, to your knowledge, related to any Oakengates Town Council employee or Councillor? State **YES/NO**  If yes, please give details:  Name:  Relationship: |

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| **Unspent Criminal Convictions:**  If you have ever been convicted of a criminal offence **you must declare your unspent convictions** but you do not need to declare any that are spent. A conviction becomes spent after a certain period of time has passed depending on the sentence. A sentence of more than 30 months in prison for a single offence can never become spent.  Do you have any unspent criminal convictions? State **YES/NO**  If so please list any unspent criminal convictions. |

**8. YOUR SIGNATURE**

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| --- |
| I certify that details provided on this form and supporting papers are true. I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 2018 and any subsequent legislation. |
| **Signature of applicant**  **Date** |

Applying for a Job with Oakengates Town Council

(Please keep these notes for your information)

Thank you for your interest in working for Oakengates Town Council.

Please read the notes below before completing the attached application form. We ask everyone to complete an application form so please do not send a C.V.It is important that you complete all sections of the application form as clearly and fully as possible.

1. Please ensure you have given your name and contact details accurately.
2. Interview guarantee schemes – the following groups will be guaranteed an interview if they meet the essential criteria for a job and decide to tick the appropriate box in section 1 of the application form:
3. Disabled applicants who consider that they meet the definition provided in the Equality Act 2010. If you are shortlisted for this post, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process. This information should be provided separately from the application form
4. Applicants with an Armed Forces background
5. People from a care background. To take advantage of this scheme, you usually need to be under the age of 25 and have been in local authority care for three months or more since the age of 14. Not all care leavers will choose to exercise this right, or want to let other people know about their background – it is a personal decision. Please tick the appropriate box on the employment application form if you wish to be considered for the scheme.
6. We are interested in your experience and any skills or training which show that you meet the requirements of the job for which you are applying. Include non work activities which are relevant.
7. We do not ask for many personal details for use in the selection process. This is because we do not take into account any of the protected characteristics covered by The Equality Act 2010, such as gender, race and marital status.
8. References will be taken up prior to a formal offer of employment. We also reserve the right to contact any other previous employer for a reference
9. Please declare all unspent convictions. A conviction becomes spent after a certain period of time has passed depending on the sentence. A sentence of more than 30 months in prison for a single offence can never become spent. Declaring unspent convictions will not necessarily debar you from applying for the post. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. We may ask you to apply for a Basic Disclosure of Criminal Records to check your unspent convictions.
10. Please do not forget to sign and date the form. (If you submit an electronic form you will be asked to sign a hard copy of the form at interview stage).
11. All recruitment processes will be undertaken in line with the Council’s’ Equality and Diversity Policy. Please complete and return the attached Monitoring Form to help us monitor the effectiveness of our policy.

**Remember we can only decide whom we should interview based on what is written on your application form. If you do not have enough space on the application form you can attach additional sheets. If you use additional sheets please put your name and the post title at the top of each page.**

**Privacy Notice Under the Data Protection Act**

**(General Data Protection Regulations from 26 May 2018)**

Oakengates Town Council is collecting Personal Identifiable Information to enable it to process your job application and to monitor against statutory requirements e.g. Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1)b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2)b).

If you are successful and subsequently appointed this information will be used for the purpose of:

* contractual obligations as an employer
* to keep you informed on matters relating to your employment
* detection and prevention of fraud and over payments from the public purse
* completion of statutory returns
* improving the management of its workforce data across the sector
* enabling development of a comprehensive picture of the workforce and how it is deployed
* informing the development of recruitment and retention policies
* allowing better financial modelling and planning
* enabling monitoring of protected characteristics to support compliance with the Equality Act 2010

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with the Council, the Council will retain this information for the period of your employment and following 6 years following the termination of your employment.

If you are unsuccessful in obtaining employment your data will be retained for 6 months from the time you are made unsuccessful, once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

Oakengates Town Council will not share any Personal Identifiable Information collected with external organisations unless required to do so by law.

**By signing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.**

## The Recruitment Process - What Will Happen Next?

After the closing date the recruitment panel will consider all the applications received and if you are shortlisted you will be contacted to invite you to a selection process.

Due to the high number of applications received by the Council, regrettably we cannot reply individually to every applicant. If you have not heard from us within 28 days of the closing date, your application has been unsuccessful on this occasion.

If you require any help or have any questions about our recruitment process please do not hesitate to contact The Town Clerk on 01952 567500.

**If You Are The Preferred Candidate For The Job**

You may be asked to:

* Complete an application for a ‘Basic Disclosure’ of unspent criminal records
* Submit original proof of identification and eligibility to work in the UK (photocopies are not acceptable), such as a birth certificate, National Insurance number, passport or driving licence. You will also be asked to submit all marriage certificates in cases where you have changed your name, and previous address details
* Provide proof of any required educational qualifications or memberships of professional bodies
* Complete a medical questionnaire and may be required to meet with our occupational health physician if required.
* Complete a probationary or trial period.

**Please note that you must inform the Town Clerk if you are the subject of a police investigation or if you receive any cautions, reprimands, final warnings or convictions during the subsequent course of your employment. Failure to do so may lead to disciplinary action and potential dismissal.**

Whatever the outcome of your application, thank you for the interest you have shown in working for Oakengates Town Council.

Guaranteed Interview Scheme

### Under the Council’s agreed Guaranteed Interview Schemes, the following groups will be guaranteed an interview if they meet the essential criteria for a job and tick the appropriate box on the application form:

### Applicants with a disability

* The Equality Act 2010 states that the protected characteristic of disability applies to a person who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
* If you apply for a job with the Council, we must consider your application and measure it against the essential criteria needed for the job**.** If you meet this criteria you will be invited to an interview. If we feel you should not be offered an interview, we will contact you either by letter or telephone and explain the reason why.
* If you are shortlisted for a post, you will be given the opportunity to tell us about any reasonable adjustments that need to be made during the recruitment process.

**Applicants from a care background**

* The Council recognises that young people making the transition from local authority foster or residential care into independent adult living face particular difficulties and challenges, including an increased risk of social exclusion through issues such as homelessness and unemployment.
* Research has consistently shown that, in comparison to their non-care peers, care leavers are disadvantaged in terms of their career opportunities. Given the obstacles that care leavers may encounter in making the transition into work, it is important that they receive support to help them bridge the gap into employment.
* Therefore, the Council will guarantee an interview to those applicants who indicate that they are a care leaver in section 1 of their employment application form and who meet the essential criteria on the person specification.
* To take advantage of this scheme, applicants usually need to be under the age of 25 and have been in local authority care for three months or more since the age of 14. Not all care leavers will choose to exercise this right, or want to let other people know about their background – it is a personal decision.
* Applicants who are not shortlisted will be contacted by letter or telephone to explain the reason why.

**Ex-Service Personnel**

* Oakengates Town Council have signed an Armed Forces Community Covenant which encourages support for the Armed Forces community living and working in the Borough of Telford and Wrekin.
* In recognition of the considerable transferable skills that those with an Armed Forces background can bring to the delivery of Council services, we have committed to shortlisting all former Service personnel who meet the essential criteria on the person specification for a post and who indicate they are from a services background in section 1 of their employment application form.
* Applicants who are not shortlisted will be contacted by letter or telephone to explain the reason why.

In Order For Us To Monitor Our Equality And Diversity Policy

Please Complete The Monitoring Form

**Monitoring Form**

In order to measure the effectiveness of the Council’s Equality and Diversity Policy, we need to collect information on people who apply for our jobs. To enable us to do this, please complete the details below. Some of the information on this form may be considered sensitive personal data under the Data Protection legislation and by completing and returning this monitoring form, you will have deemed to be giving your explicit consent to the processing of the data for Equality Monitoring purposes. This information is separated on receipt of your form and is not seen by anyone involved in short listing your application. You do not have to complete all of this section if you don’t want to. Please complete in **BLOCK CAPITALS**

**Job title**:............................................................................................................................................................

**Mr/Mrs/Miss/Ms/Dr/Other**.......................... **Full names** …………………………….........................................

including name and surname (family name)

**What is your date of birth?** \_\_ / \_\_ /\_\_\_\_\_\_

**What is your gender?** Male □ Female □ Rather not say □

**What is your ethnicity (please tick 🗸)?**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** | | **Mixed/multiple ethnic groups** | | **Asian/Asian British** | | **Black/African/**  **Caribbean/Black British** | | **Other ethnic group** | |
| English/Welsh/Scottish/  Northern Irish/British |  | White and Black Caribbean |  | Indian |  | African, please write country of origin |  | Arab, please write country of origin |  |
| Irish |  | White and Black African |  | Pakistani |  | Caribbean |  | Chinese |  |
| Gypsy or Traveller |  | White and Asian |  | Bangladeshi |  | Any other Black/African/  Caribbean/  Black British background, please write in |  | Any other ethnic group, please write in |  |
| Polish |  | Any other mixed/multiple ethnic background, please write in |  | Any other Asian background, please write in |  |
| Any other white background, please write in |  |

**Do you have any long-standing illness or disability that limits your daily activity?**

Yes □ No □ Rather not say □

**Are you caring for someone who has a long-standing illness or disability that limits their daily activities?**

Yes □ No □ Rather not say □

**Do you belong to any particular religion or hold particular beliefs?**

Christian □ Hindu □ Muslim □ Sikh □ No religion □ Other (please state) ………….......... □ Rather not say □

**What is your sexual orientation?** Straight/heterosexual □ Lesbian/Gay □ Bi-sexual □ Rather not say □

**Would you describe yourself as trans-gender?** Yes □ No □ Rather not say □

**Are you an agency worker?** Yes □ No □

If yes, please provide details of your assignment……………………………………………………………………

**Have you been employed by Oakengates Town Council previously?** Yes □ No □

If YES please enter your employee number..........................................................................................................

Did your employment end for any of the reasons outlined above? Yes □ No □

**How did you find out about this vacancy?**........................................................................................................