



BUCKINGHAM TOWN COUNCIL APPLICATION FORM



Post applied for	
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PERSONAL DETAILS

Surname		Title	
First Name(s)			
Address			
National Insurance No			
Telephone No		Mobile	
Email Address			
Do you have a current valid driving licence		Yes/No	

CURRENT OR LAST EMPLOYER

Employer's name		Position held	
Employer's address			
Date started		Date finished	
Salary		Reason for leaving	
Please give a brief summary of duties:			
When would you be available for employment?			

PREVIOUS EMPLOYMENT

Please list, detailing the most recent first

From		To	
Position Held			
Name of Employer			
Address of Employer			
Salary		Reason for Leaving	
Brief Summary of Duties:			



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SUPPORTING STATEMENT

Drawing upon your experience, skill, abilities and qualifications you should demonstrate their relevance to the job that you have applied for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for the job.

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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.

Please note that for certain posts the council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1	Name		2	Name	
	Position			Position	
	Relationship			Relationship	
	Address			Address	
	Telephone No.			Telephone No.	
	Email address			Email address	
	Can we contact before interview?	Yes/No?		Can we contact before interview?	Yes/No?

ASYLUM & IMMIGRATION ACT 1996

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

FURTHER INFORMATION AND DECLARATION

Canvassing

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

- Are you related to a Councillor or Officer of the Council?

If yes, please give Name	Relationship
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Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties?

- (Note: The person specification will indicate what is required) Yes No

Special Arrangements

If you have a disability please let us know of any special arrangements you may need to make if you are shortlisted for interview?

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Declaration

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal..

I understand information from this form may be computerised for personnel/ employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime.

WARNING: any person appointed to the Council having given false information will be liable to dismissal without notice.

Signed:		Date:	
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