



BUCKINGHAM TOWN COUNCIL APPLICATION FORM

Please ensure that you complete all of the application form. If a section is not relevant please enter N/A. Once completed, please check and sign the declaration on page 2. Incomplete forms will not be accepted.

Post applied for:	
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PERSONAL DETAILS			
Surname		First Name	
Address			
National Insurance No			
Telephone No		Mobile	
Email Address			
Do you have a current valid driving licence		Yes / No	

1. The law on **preventing illegal working** is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971. You will be required to provide appropriate documentation for us to check your right to work in the UK.

Are you legally entitled to live and work in the United Kingdom and are you able to produce appropriate documentation? Yes No

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

Are you related to a Councillor or Officer of the Council? Yes No

If yes, please provide their name and relationship to you:

Name: _____

Relationship: _____

3. If the post you have applied for involves driving duties / the ability to travel to different locations, as indicated in the person specification, are you able to fulfil these duties? Yes No

4. If the post you have applied for requires a DBS check, as indicated in the person specification, do you consent to this being carried out? Yes No

5. Please let us know of any special arrangements you may require, if you are shortlisted for interview?

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DECLARATION

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

I can confirm that, to the best of my knowledge, the information I have given in this application form is correct.

I accept that providing deliberately false information could result in my dismissal.

I understand that information from this form may be computerised for personnel / employee administration / monitoring purposes in accordance with the Data Protection Act 1988 and the General Data Protection Regulations.

This information may also be used for the prevention and detection of fraud and crime.

Signature:		Date:	
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Please note: your personal details will not be provided to the shortlisting panel.

For office use:

<i>Date Received:</i>	
<i>Application Ref No:</i>	
<i>Shortlisted:</i>	Yes / No
<i>If shortlisted, score:</i>	
<i>Interviewed:</i>	Yes / No
<i>If interviewed, score:</i>	
<i>Appointed:</i>	Yes / No

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APPLICATION FORM**

Application Ref No: _____

Please provide your employment history covering the last 15 years, with reasons for any gaps in employment.

CURRENT OR LAST EMPLOYER

Name of Employer					
From		To		Position Held	
Address of Employer					
Reason for Leaving					
Brief Summary of Duties:					
When would you be available for employment?					

PREVIOUS EMPLOYMENT

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

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

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

Please continue on an additional sheet if necessary. If you have any additional previous employment that is particularly relevant to this post, please include this in your personal statement.

EDUCATION (since age 16)

Dates	School, College, University etc.	Examinations, Subjects and Results

JOB RELATED TRAINING/PROFESSIONAL QUALIFICATIONS
Please include membership of professional institutes, non vocational training and include the standard and level achieved

Date	Awarding Body/Institute	Qualifications/Membership Level

Please continue on another sheet if required. Please note that you may be required to produce evidence

SUPPORTING STATEMENT

Using the job description and person specification as a guide, please provide a supporting statement for your application that demonstrates your relevant skills, experience, qualifications and abilities. Where possible provide practical examples, and you should also include why you have applied for the role.

Supporting Statement Continued

[Empty space for supporting statement]

Please continue on another sheet if necessary

REFERENCES

Please give details of two people who can provide information that will confirm your suitability for the post. Where possible, one person should be your current line manager or most recent employer.

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

Please ensure that you have checked your application and signed the declaration on page 2.

Please return your completed application either by post to:

Private and Confidential –Town Clerk
Buckingham Town Council
Buckingham Centre
Verney Close
Buckingham
MK18 1JP

or by email to: townclerk@buckingham-tc.gov.uk