'Committed to Improving the Quality of Life in North Hykeham'

North Hykeham Town Council
Town Clerk: Mrs M Parker
Civic Offices, Fen Lane, North Hykeham, Lincoln LN6 8UZ
Tel: (01522) 681537
Email: townclerk@northhykeham-tc.gov.uk

APPLICATION FOR EMPLOYMENT

Post Applied for: _____

Personal Details

Title:					
Full Name:					
Address:					
Email:					
Home Tel. Number:					
Mobile Tel. Number:					
National Insurance No:					
Do you have a current right to work in the UK?	Yes		No		
If No, please provide details:					
Do you hold a current full driving licence?	Yes		No		

Employment History

Current or most recent Employer

Name and address of Employer:			
Job Title and Main Duties:			
Start Date:		Notice Period:	
If this is your most recent and not current Employer, please give reasons for leaving:			

Previous Employment

Name and address of Employer	Job Title	Employment Dates	Reason for leaving

Please note below any other employment, whether paid or voluntary, that you would continue with if you were to be employed by North Hykeham Town Council.

Education History

Qualification(s) gained	Date gained

You will be required to produce original certificates for all qualifications listed above.

Personal Development

Please provide details of any courses, membership of any professional bodies, voluntary work, or responsibilities and skills you have obtained that you consider relevant, with outcomes and dates obtained where applicable.

Detail	Date

Personal Statement for Application

Please give details as to how you meet the criteria for the role, what experiences you have that support your application, and why you are interested in this position.

You may use a separate sheet to include more information on any of the above questions if necessary. CVs will only be accepted as accompanying documents.

References

Please provide the names, company name (where applicable) and addresses of two persons from whom we may obtain work references, one of whom should be your present/most recent employer.	
Name: Position: Address: Email: Tel. No.:	Name: Position: Address: Email: Tel. No.:

Disability

Do you have any disability issues that you would like us to be aware of, to enable us to make suitable adjustments to help you?				
Yes		No		If Yes, please provide details:

Criminal Record

Do you have any criminal convictions?	Yes		No		
If Yes, please note any criminal convictions except those exempted under the Rehabilitation of Offenders Act 1974.					

Data Protection Statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. North Hykeham Town Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of the General Data Protections Regulations 2018 to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to North Hykeham Town Council being satisfied with the results of a series of any relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

Signed:		Date:	