

NEWQUAY COUNCIL

PART 1 of APPLICATION FORM – Confidential

The closing date for receipt of applications for this appointment can be found on the job advertisement. Completed forms should also be accompanied with an up to date CV. Unfortunately, applications cannot be accepted after the closing date.

If you are filling in this form by hand please use BLACK INK.
If you e-mail your application form to us, we will ask you to sign this form at a later date.

Post(s) applied for:

Please indicate which post(s) you are applying for.

SEASONAL FACILITIES CLEANER (37Hrs x 30 Weeks)

1. Personal Details

Surname:	Fore Names:
Permanent Address	Contact Numbers (please tick and give preferred contact number)
	Home:
	Mobile:
	E-mail:
Postcode:	Business/ Ext No.:

2. Current or most recent appointment

Internal Candidates: Present post External Candidates: Name and address of present/most recent employer.	Position held:
Name of Employer:	
	Salary:
	Date of appointment:
Postcode:	Period of notice required:
E-mail:	
Are you currently employed? Yes No	If not employed, last day of employment:

8. Supporting Statement

(Please provide details to demonstrate how you meet the person specification. This will enable those short listing to make a decision on your application in line with the selection criteria for the post. Continue on a separate sheet if necessary).

9. Please state any other interests/unpaid work you are involved with which you feel supports your application for this post.

10. Please tick as appropriate	YES	NO
Do you hold a full and current Driving Licence?		
Do you have the use of a car or other form of transport?		
Do you have the ability to act as an emergency Out of Hours contact?		

11. Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

12. Declaration

I declare that to the best of my knowledge all the information on Parts 1 and 2 of this form and any additional material supplied is correct. I fully understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or in dismissal.

If you e-mail your application form to us, we will ask you to sign this form at a later date.

Signature: _____ Date: _____ / _____ / _____

CANVASSING EITHER DIRECTLY OR INDIRECTLY WILL BE A DISQUALIFICATION.

Please also fill out and return Part 2 – Personal Information and the Equal Opportunities Monitoring Form

NEWQUAY COUNCIL

PART 2 of APPLICATION FORM PERSONAL INFORMATION - Confidential

The Personal Information and Equal Opportunities Monitoring form will be detached from Part 1 of the application form and be held by the Town Clerk for information and monitoring purposes only. These sections will not be seen by the short listing / interviewing panel.

If you are filling in this form by hand please use BLACK INK.

Personal Details	
Surname:	Fore Names:
Date of Birth:	National Insurance Number:

Please tick as appropriate	YES	NO
Are you related to or closely acquainted with any member of Newquay Town Council or the Newquay Tourist Information Centre?	<input type="checkbox"/>	<input type="checkbox"/>
If 'YES' please give details:		
If you have a disability are there any arrangements which we can make for you if you are called for an interview and/or work base exercise? If so please specify.		
In which publication did you see the advertisement for this post?		
Newquay Voice <input type="checkbox"/>	Cornish Guardian <input type="checkbox"/>	Trade Journals <input type="checkbox"/> Please state
Newquay Town Council Website <input type="checkbox"/>	Internal <input type="checkbox"/>	Other <input type="checkbox"/> Please state

Please indicate two referees who can provide references – one of whom should be your present employer (or last employer if unemployed). Your agreement may also be sought to contact previous employers if necessary. Please do not use relatives.			
Name		Name	
Employer Referee Address:		Personal Referee Address:	
Postcode:	Tel No:	Postcode:	Tel No:
E-mail Address:		E-mail Address:	
Can this person be contacted prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>		Can this person be contacted prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	

4. Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Yes No

If YES, please provide details

5. If you are successful in your application, would you require a work permit prior to taking up employment?

Yes No

6. Under the working Time Regulations 1998 Newquay Town Council must monitor the hours worked by its employees. Please confirm whether this will be your only employment?

Yes No

7. Please list any convictions which are not "spent" as defined in the Rehabilitation of Offenders Act 1974 (as amended). Any criminal record declared will not necessarily be a bar to a successful application.

8. Declaration

I declare that to the best of my knowledge all the information on this form and any additional material supplied is correct. I fully understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or in dismissal.

Signature: Date: / /

Please return this form together with Part 1 and the Equal Opportunities Monitoring form to:

**Mr A Curtis - Town Clerk
Newquay Town Council
Municipal Offices
Marcus Hill
Newquay
TR7 1AF**

Please mark the envelope as PRIVATE AND CONFIDENTIAL: JOB APPLICATION

NEWQUAY COUNCIL

Equality Monitoring Form

Newquay Town Council is committed to ensuring that our services, policies and practices are free from discrimination and prejudice and that they meet the needs of all the community. For us to check we are providing fair and effective services, we would be grateful if you would answer the questions below. You are under no obligation to provide the information requested, but it would help us greatly if you do.

Fair Processing Notice:

The information you provide will be treated in the strictest of confidence. The information you provide on this form will be processed in accordance with the requirements of the Data Protection Act 1998 and will not be passed onto any third party. At all times, it will be treated as confidential and used only for the purpose of Equality Monitoring. All personal information held by Newquay Town Council is held safely in a secure environment. Thank you for your assistance.

About you:

1	Please enter your postcode		Prefer not to say	
2	Please give your age		Prefer not to say	
3	How do you describe your Gender?		Prefer not to say	
4	How do you describe your ethnic origin?		Prefer not to say	

Please read through carefully before selecting the ethnic group that you feel most closely reflects your background.

White

English, Welsh, Scottish, Northern Irish, British	—	Gypsy/Roma	—
White Cornish	—	Traveller of Irish Heritage	—
Irish	—		

Any other white background, please write below

Mixed

White & Asian	—	White & Black African	—
White & Black Caribbean	—	Mixed Cornish	—

Any other mixed background, please write below

Asian

Bangladeshi	—	Indian	—
Pakistani	—	Asian Cornish	—
Chinese	—		

Any other Asian background, please write below:

Black

African	—	Caribbean	—
Black Cornish	—		

Any other Black background, please write below

Other

Any other ethnic group, please write below

1. **Do you consider yourself to have a disability as defined in the Equality Act 2010** (please see <http://www.legislation.gov.uk/ukpga/2010/15/section/6>)?

Yes _____ No _____

Is there anything we can do or put in place which would make it easier for us to offer you an equal service during the job application process (for example documents in large print etc.)?

2. **It would help the Council to know of any barriers you have faced during the job application process.**

If you require this information in another format please contact:

Mr Andrew Curtis - Town Clerk of Newquay

Newquay Town Council
Municipal Offices
Marcus Hill, Newquay
TR7 1AF

Tel: 01637 878388

www.newquaycouncil.co.uk/jobs

