

# Witney Town Council

Town Hall, Market Square, Witney, OX28 6AG



CONFIDENTIAL

## APPLICATION FOR EMPLOYMENT

The information requested in this form is important in assessing your application. Please complete it accurately and in full. A CV on its own will not be accepted as an application. *Please complete this form in **black ink or type** to enable clear photocopying.*

Position applied for \_\_\_\_\_

Surname \_\_\_\_\_

First Names \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Home telephone number \_\_\_\_\_ Mobile number \_\_\_\_\_

Do you hold a current full clean driving licence? Yes/No

(This question is only relevant to certain jobs; please refer to the job description)

How much notice, if applicable, are you required to give in your current job?

\_\_\_\_\_ Present Salary £ \_\_\_\_\_

Are there any restrictions on you taking up employment in the UK? Yes/No

If Yes, please provide details:

## EDUCATION AND TRAINING

Please list any education and/or training (including short courses) that you have undertaken.

Dates	School Education/ Courses/Training etc	Qualifications (level gained & grade)

(You may continue on a separate sheet if required.)

## PRESENT/MOST RECENT EMPLOYMENT

Name & Address	From/To	Job Title/Brief Description of Duties	Reason for leaving

## PREVIOUS EMPLOYMENT/WORK EXPERIENCE

Please include any job training schemes, voluntary work or community activities, school placements and time spent caring for dependants, etc.

Dates	Employer/Organisation	Job Title/Main Responsibilities	Reason for leaving

(You may continue on a separate sheet if required.)

## MEMBERSHIP OF PROFESSIONAL BODY

Please note any professional bodies you are a member or registered with.

Institution/Professional Body	Type of membership

## OTHER EMPLOYMENT

Please give detail of any other employment that you would continue with if you were to be successful in obtaining the position -

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## **ADDITIONAL INFORMATION**

In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description and person specification, please indicate what experience, skills and interests you would bring to the job. It may be helpful to refer to your current or previous job description. You may continue on a separate sheet if required.

## REFERENCES

Please give the names and address of referees in respect of all employers for whom you have worked during the last three years who can comment on your suitability for the post.

Can we contact your referee(s) before offering you a position? Yes / No

### Referees

1. Name \_\_\_\_\_

Position held \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Tel No \_\_\_\_\_

2. Name \_\_\_\_\_

Position held \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Tel No \_\_\_\_\_

## CRIMINAL CONVICTIONS

Please give details of any criminal convictions (Convictions which are 'spent' under the Rehabilitation of Offenders Act 1974, need not be disclosed, nor minor traffic offences such as speeding fines). If you have any 'unspent' convictions please provide further details.

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## DECLARATION OF INTEREST

Are you related to any member of staff or elected Councillor of Witney Town Council?  
Yes/No

If yes, please give details:

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**Canvassing of Members of the Council or any Committees of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate for this appointment.**

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service for a Disclosure & Barring Certificate. I understand that should I fail to do so or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.
4. I confirm that I can provide evidence of all my qualifications as stated on this form. These will be checked if you are offered a position.

Signature \_\_\_\_\_ Date \_\_\_\_\_

To help reduce our costs, we do not automatically acknowledge receipt of application forms or write to applicants not selected for interview. If you do not hear anything within three weeks of the closing date, please assume that your application has been unsuccessful.

**Please return the application form to the Sharon Groth  
by email [townclerk@witney-tc.gov.uk](mailto:townclerk@witney-tc.gov.uk)**

Witney Town Council prides itself on being an equal opportunities employer and encourages and welcomes applications from people regardless of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation.

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**Data Protection:**

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.
2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.
3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. A copy of the privacy notice is available off our website [www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)

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Shortlisted: Yes/No Reference 1 sought: Yes/No

Interview request: Yes/No Reference 2 sought: Yes/No

Result of application: