

Office use only Application No.	
------------------------------------	--



DUNSTABLE
TOWN COUNCIL

DUNSTABLE TOWN COUNCIL

APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

Section A - Personal details and monitoring

The information you provide in *Section A* will not be passed on to anyone involved in shortlisting and will be separated from your application as soon as it is received. The monitoring information you provide will be treated as confidential and does not form part of your application. Your co-operation in its completion is therefore welcomed and helpful.

Post applied for	
-------------------------	--

Where did you see this post advertised?	
---	--

Personal Details

Title			Surname		
First name(s)					
Address					
e-mail address					
Home tel no			Mobile no		
Work tel no			Can we contact you at work?		
Date of birth			National Insurance no		
Do you need a work permit?	No <input type="checkbox"/>	Yes - I already have one <input type="checkbox"/>		Yes - I but I do not have one <input type="checkbox"/>	
		Expiry Date			

Equality of opportunity

Dunstable Town Council is committed to treating all its employees, applicants, service users and contractors without fear of direct or indirect discrimination on the basis of a person's or group's race, disability, HIV status, marital status, nationality, colour, political persuasion, age, gender, religion or belief, sexual orientation, criminal record or any other aspect of an individual's background which cannot be shown to be justified.

To ensure that our policies are having an effect we need to monitor candidates and employees and all candidates are requested to give the following information. This information is treated confidentially and in line with the Data Protection Act.

CULTURAL BACKGROUND

Choose **ONE** group from A to E, then tick the appropriate box to indicate your cultural background.

<p>A White</p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other white background</p>	<p>B Mixed</p> <p><input type="checkbox"/> White & black Caribbean</p> <p><input type="checkbox"/> White & black African</p> <p><input type="checkbox"/> White & Asian</p> <p><input type="checkbox"/> Any other mixed background</p>	<p>C Asian or Asian British</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Any other Asian background</p>
<p>D Black or Black British</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other black background</p>	<p>E Chinese or other ethnic Group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic background</p>	

AGE

<input type="checkbox"/> 16-20	<input type="checkbox"/> 21-30	<input type="checkbox"/> 31-40	<input type="checkbox"/> 41-50	<input type="checkbox"/> 51-60	<input type="checkbox"/> 61-64	<input type="checkbox"/> 65 or over
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	-------------------------------------

DISABILITY IN EMPLOYMENT

We are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in our recruitment and selection process and we are committed to meeting, wherever possible, any needs you specify on this form.

<p>Do you declare yourself to be disabled under the Disability Discrimination Act 1995? <i>If yes, please provide brief details</i></p>	<p>No</p>	
	<p>Yes</p>	
<p>Do you need any special requirements if you are invited for interview? <i>If yes, please provide brief details</i></p>	<p>No</p>	
	<p>Yes</p>	

Office use only Application No.	
------------------------------------	--



DUNSTABLE
TOWN COUNCIL

DUNSTABLE TOWN COUNCIL

APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

Section B - Education and Employment

Name:	
Post applied for	

Education and qualifications (proof may be required)

Please list only the schools, colleges and universities that you have attended and examinations taken. Include academic, vocational and professional qualifications with grades/results.

Schools / colleges / universities	Dates		Qualifications with grades
	From	To	
Membership of professional bodies <i>(including grade of membership and whether gained by examination)</i>			
Relevant training courses <i>(this may include in-house and external training courses, evening classes and adult education). IT courses should be listed in the next section.</i>			
IT skills and experience <i>(including training courses)</i>			

Please use additional sheets if required

Current (or most recent) employment

Employer's name			
Employer's address			
Job title			
Date started		Notice period	
Salary		Other benefits	
Brief outline of duties and responsibilities			
Reason for leaving			

Previous employment (*most recent first*)

Employer's name	Dates		Salary	Position held & reason for leaving
	From	To		

Please use additional sheets if required

Experience and relevant skills

Please provide supporting information regarding your experience, abilities and suitability for the post which should relate to the essential and desirable criteria in the post profile.

Continue overleaf

Experience and relevant skills (continued)

--

Please use additional sheets if required

Other information

Do you hold a current, full driving licence?	No	
	Yes	
If the post applied for is an essential car user, do you have access to a vehicle that could be used for work?	No	
	Yes	

Interview dates

If you are unavailable for interview on any dates within the next few weeks please state below.