



## Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details			
Post applied for:			
Personal Details			
Family Name:		Forename(s):	
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):			
Address:			
Post Code:			
Telephone numbers		Mobile:	
Home:		Work:	
Personal email:			
<p>Asylum and Immigration Act 1996.            It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Farnham Town Council that the Asylum and Immigration Act 1996 is being complied with.</p>			
Do you require a work permit to work in the UK?			Yes/No
References			
<i>(please refer to the Guidance Notes for Job Applicants)</i>			
Name:		Name:	
Job Title:		Job Title:	
Name of Organisation:		Name of Organisation:	
Address:		Address:	
Post Code:		Post Code:	
Tel No:		Tel No:	



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Education & Qualifications			
<i>Please give details of all educational qualifications obtained and those currently being pursued</i>			
Name of School, College, University, etc	Dates attended From/to	Subjects studied / Qualifications worked towards	Grades and year obtained

## TRAINING

*This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments*

Course Title	Organisation	Dates

## Membership of Professional Institutes

Institute	Level of Membership	Year of Award

## Other Experience

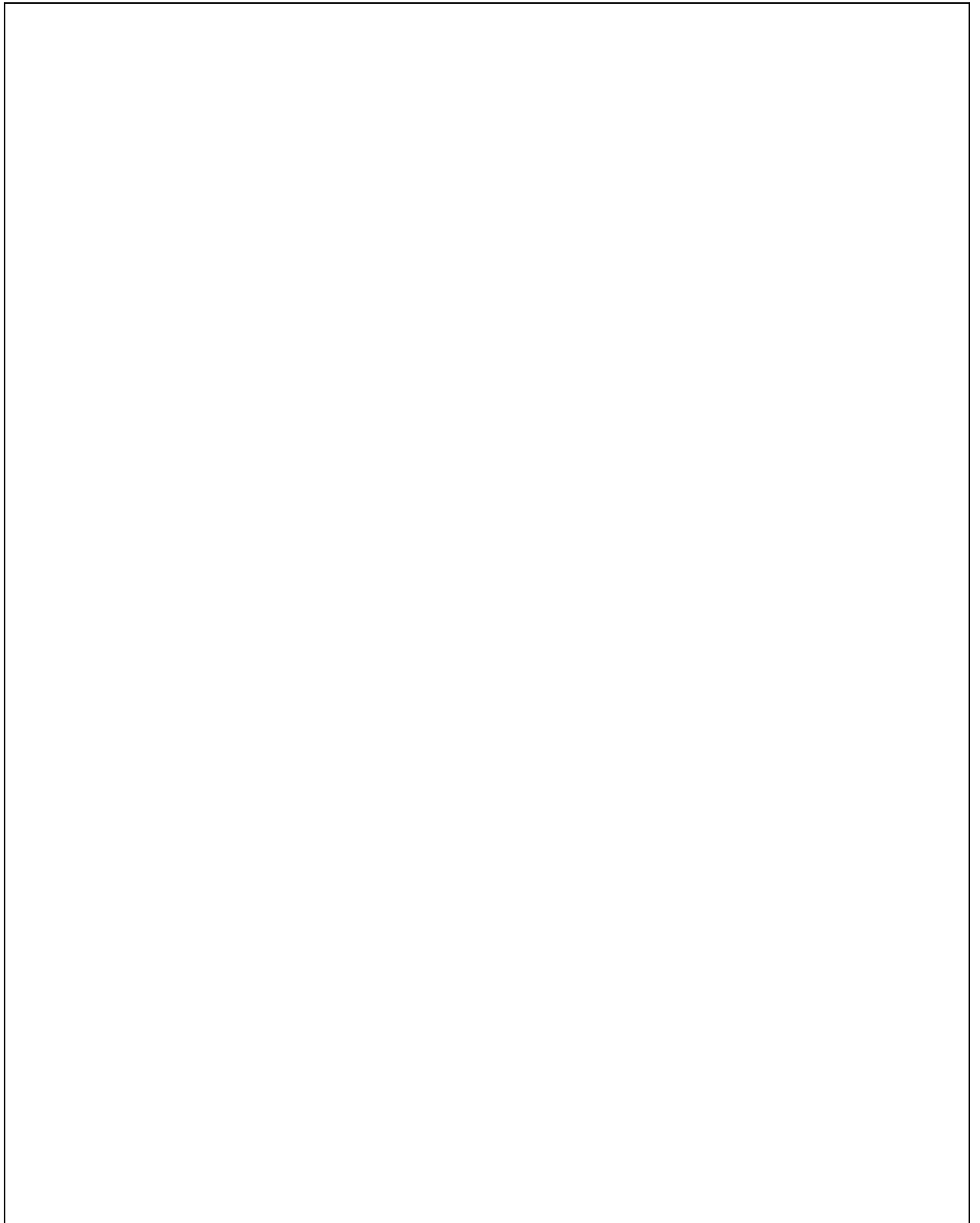
*Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.*

Experience	From/To

## Information in Support of Your Application

*(please refer to the Guidance Notes for Job Applicants and read the job description Competency Profile and person specification before completing this section)*

*If further space is needed, please continue on a separate A4 sheet.*



Rehabilitation of Offenders Act 1974

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Farnham Town Council's interviewing managers to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position at Farnham Town Council.

Additional Information			
Driving Licence:			
Do you hold a current driving licence?	Yes/No	Are you a car owner or do you have access to a car?	Yes/No
If YES, please state the type of licence you hold:			
Do you have any current endorsements?			Yes/No
If YES, please specify:			

GENERAL INFORMATION

- i) Are you a partner of or related to an Elected Member or Employee in this Council? Yes/No  
If yes, please state name, position and relationship:
- ii) Are you currently a Local Authority Councillor? Yes/No
- iv) Are you available for interview on the date given (if given) Yes/No  
(If no, please attach letter giving details)

## Declaration

I certify that the above information is correct and acknowledge the following will result in disqualification of my application or dismissal as appropriate:

- (i) the provision of false information, either expressly or implicitly in this application or any other part of the selection process;
- (ii) canvassing a Member or senior officer of this Authority in respect of this application.

I agree to Farnham Town Council checking any details in this form to verify the accuracy of the data, including contacting any or all of my previous employers.

Data Protection for Application Forms.

In line with the General Data Protection Regulation and related legislation, the information you have supplied will be held for the purposes of recruitment and selection and will only be used for those purposes. We may, in connection with your application, gather information about you from others, which will only be carried out as the law permits, i.e., to check accuracy of information, prevent or detect crime and/or protect public funds. Information is held in a secure location

If I accept employment with Farnham Town Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

## Brief Guidance Notes for Job Applicants

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

If you only attach a C.V. and do not fully complete this form, your application may be disadvantaged.

### Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is need, please continue on a separate A4 sheet.

When posts require regular travel throughout Surrey, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria

### References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will not be taken up without your prior agreement.

Please return this application form to:

Farnham Town Council  
Council Offices,  
South Street,  
Farnham. Surrey  
GU9 7RN

Telephone: 01252 712667

Email: [katie.knowles@farnham.gov.uk](mailto:katie.knowles@farnham.gov.uk)