



# Bude-Stratton Town Council

## CONFIDENTIAL APPLICATION FORM

Please remember to complete the 'Post Applied for' section at the top of this form  
**Please note:** Incomplete applications may not be considered - CVs will not be accepted -  
 Where multiple roles are advertised, applications without the post applied for details may not be considered

**POST APPLIED FOR:**

**Closing Date:**

### 1. PERSONAL DETAILS

SURNAME Mr/Mrs/Miss/Ms/other		FIRST NAME(S)					
ADDRESS		Telephone Numbers Home: Mobile: Office: <b>May we contact you at work?</b> YES/NO					
		Email Address:					
Do you hold a full clean Driving Licence? YES/NO	Do you own a car? YES/NO	National Insurance No.					

### 2. HOBBIES/OUTSIDE INTERESTS

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### 3. EDUCATION - EXAMINATIONS/QUALIFICATIONS/AWARDS – please continue on a separate sheet if necessary

FULL-TIME EDUCATION - School/College/University - Name and address	DATES – (month/year)		List of ALL subjects with grades achieved
	From	To	

FURTHER OR HIGHER EDUCATION Institute – Name and address	DATES – (month/year)		List of ALL subjects with grades achieved
	From	To	

**4. OTHER EDUCATION/TRAINING** - Including professional or vocational training and qualifications

Institute – Name and address	DATES – (month/year)		List of ALL subjects with grades achieved
	From	To	

**5. PRESENT EMPLOYMENT**

Post Title				
Name and Address of Employer				
Date of Appointment	Salary/Grade /Scale	Additions to basic Salary	Notice required to terminate post	Reason for leaving:
Duties				

**6. PREVIOUS EMPLOYMENT** - Most recent first. Please explain fully any gaps in employment history. Please continue on a separate sheet if necessary

DATES (month/year)		EMPLOYER	POSITION HELD	DUTIES	SALARY GRADE	REASONS FOR LEAVING
From	To					

**7. EXPERIENCE** – please continue on a separate sheet if necessary

Outline briefly the experience gained during your career in relation to this appointment; highlighting any particular responsibilities or achievements in the appointments held which you consider relevant. (You may attach additional sheets of paper if required). Please refer to the job description and person specification.

<b>8 REFERENCES</b>		
Please provide names and contact details of two persons to whom reference can be made. The first must be for a professional (employer) reference, and should be your present or most recent employer (Tutor/Principal for recent School/University leavers). The second should be a professional reference where possible but may be a character reference. <b><u>PLEASE DO NOT USE RELATIVES OR PARTNERS</u></b>		
(1)	Name:	
	Address:	
	Telephone number:	
	Email address:	
	Capacity in which known to you:	
(2)	Name:	
	Address:	
	Telephone number:	
	Email address:	
	Capacity in which known to you:	
(3)	<b>MAY WE ASK FOR REFERENCES NOW?</b>	<u>Reference (1)</u> YES/NO
		<u>Reference (2)</u> YES/NO

**9. ADDITIONAL INFORMATION**

(a)	Are you related to a member or officer of Bude-Stratton Town Council?
(b)	If yes, please give details:

Have you been found guilty by a Court (or Court Martial) of any offence which is not treated as spent under the Rehabilitation of Offenders Legislation? In the event of employment, failure to disclose an unspent conviction could result in dismissal or disciplinary action. All information will be treated in confidence, and will only be taken into account when absolutely necessary.	YES/NO
Are you required to have a permit to work in the U.K.?	YES/NO
If there are any further points you consider relevant to your application, please attach a separate sheet	

## 10. DECLARATION AND IMPORTANT INFORMATION

### **IMPORTANT INFORMATION:**

The Town Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for the purposes of preventing and detecting fraud.

Under Section 8 of the Asylum and Immigration Act 1996 (amended 1<sup>st</sup> May 2004) all applicants must provide Employers with evidence of their right to work in the UK. This may take the form of one document from Section 1 or two documents from Section 2 (see last page). Successful candidates will be asked to provide such information upon the offer of employment.

Additionally, prospective employees will be asked to complete a medical questionnaire.

The information provided on this application form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personal file and may be processed for any purpose in connection with your employment.

### **DECLARATION:**

I certify that I have read the 'important information' statements above. I hereby declare that the information I have given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld or provided false information, disciplinary action may be taken against me, which may include dismissal. I acknowledge that any canvassing, directly or indirectly will disqualify my application.

Signed: .....

Print name: .....

Date: .....

### **Please return completed application as per the following instructions:**

In an envelope clearly marked 'PRIVATE AND CONFIDENTIAL' – to:

FAO – The Town Clerk  
Bude-Stratton Town Council  
Parkhouse Centre  
Ergue-Gaberic Way  
Bude  
Cornwall  
EX23 8LD

### **OR**

Via email clearly marked 'PRIVATE AND CONFIDENTIAL - JOB APPLICATION' – to:

[accounts@bude-stratton.gov.uk](mailto:accounts@bude-stratton.gov.uk)

### **Please note:**

*If shortlisted for interview, applications electronically signed will require a written signature at the time of interview.*

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## **Section 1 (one document from this section only)**

- A passport showing that you are a British citizen, or have a right to live in the United Kingdom.
- A national passport or national identity card, showing that you are a national of a European Economic Area country, or Switzerland.
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as a family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or has no time limit on your stay.
- A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do the type of work you are applying for if you do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

## **Section 2 (only applies if you have no evidence of a document from Section 1)**

### **First Combination**

- A document, giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency.

#### **AND:**

- A full birth certificate issued in the United Kingdom, which includes the names of your parents; OR
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- A certificate of registration or naturalisation stating that you are a British citizen; OR
- A letter issued by the Home Office which states your personal details and indicates that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR
- An Immigration Status Document issued by the Home Office which states your personal details endorsing that you can stay indefinitely in the United Kingdom, or there is no time limit on your stay; OR
- A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for; OR
- An Immigration Status Document issued by the Home Office to you with an endorsement indicating that you can stay in the United Kingdom, and this allows you to do the type of work you are applying for.

**OR** (only applies if you have no evidence of a document from section 1)

### **Second combination**

- A work permit or other approval to take employment that has been issued to you by Work Permits UK.

#### **AND:**

- A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment applied for; OR
- A letter issued by the Home Office to you confirming that you are able to stay in the United Kingdom and can take the work permit employment applied for.