



**KNOWSLEY TOWN COUNCIL**  
**JOB APPLICATION FORM**

**APPLICATION FOR THE POST OF:.....**

<b>SECTION 1: PERSONAL DETAILS</b>	
Title: Mr/Mrs/Miss/Ms/(Other):	Surname:
Forenames(s)	Previous Surname:
Address:	
	Postcode:
<b>CONTACT DETAILS</b>	
Tel No: (Daytime)	Tel No: (Evening)
Mobile No:	Email:
<b>SECTION 2: PRESENT OR LAST EMPLOYER</b>	
Name of Organisation:	
Address of Organisation:	
	Postcode:
Name of Contact	Contact's Position
Tel No:	Email:
Employment date from:	Employment date to:
Job Title:	Salary (per annum):
Main duties and responsibilities:	
Period of Notice:	
If this was your last employer, please give reasons for leaving:	
If this is your present employer, please state why you are applying for the post:	

### SECTION 3: PREVIOUS EMPLOYMENT

Please provide details of **ALL** your previous employment, **accounting for any gaps**. You should use a separate box for each position held. Start with your most recent and work backwards. Continue on a separate sheet if required.

Name of Organisation:

Address:

Postcode:

Tel No:

Email:

Employment date from:

Employment date to:

Job Title:

Salary (per annum):

Main duties and responsibilities:

Reason for leaving:

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Name of Organisation:

Address:

Postcode:

Tel No:

Email:

Employment date from:

Employment date to:

Job Title:

Salary (per annum):

Main duties and responsibilities:

Reason for leaving:

\*\*\*\*\*

Name of Organisation:

Address:

Postcode:

Tel No:

Email:

Employment date from:

Employment date to:

Job Title:

Salary (per annum):

Main duties and responsibilities:

Reason for leaving:



**SECTION 6: ADDITIONAL INFORMATION**

Please use this section to explain your reasons for applying for the post. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification.

Continue on **ONE** separate sheet (only) if required.

## SECTION 7: CRIMINAL CONVICTIONS

Please outline below any criminal convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1973 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the website at [www.gov.uk/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

Do you have any 'unspent' criminal convictions?      Yes [ ]    No [ ]

If you have said 'Yes' above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if required.

Do you have any 'spent' criminal convictions?      Yes [ ]    No [ ]

If you have said 'Yes' above, please detail offence(s) including date(s) and sentence(s). Continue on a separate sheet if required.

## SECTION 8: IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

Are you subject to immigration control?      Yes [ ]    No [ ]

Do you need a certificate of sponsorship to work in the UK?  
Yes [ ]    No [ ]

<b>SECTION 9: PERSONAL TRANSPORT</b>				
The post you are applying for requires you to travel to and from various facilities, please answer all of the following questions in this Section.				
Do you own a car?		Yes [ ] No [ ]		
Do you have regular access to a car?		Yes [ ] No [ ]		
If you do not have regular access to a car, can you provide alternative mobility?		Yes [ ] No [ ]		
Are you prepared to use your private transport for work-related journeys?		Yes [ ] No [ ]		
Please state what type of driving licence you hold and provide details of any endorsements or penalty points.				
Provisional [ ]	Full [ ]	Minibus (Category D) [ ]	Other [ ]	None [ ]

<b>SECTION 10: REFEREES</b>	
Please supply the names and addresses of <b>TWO</b> people who are <b>NOT RELATED</b> to you who we can contact for a reference. One must be your current or most recent employer and/or headteacher/tutor/lecturer. <b>ELECTED MEMBERS (I.E. COUNCILLORS) OR CURRENT EMPLOYEES OF THE TOWN COUNCIL WILL NOT BE ACCEPTED AS A REFEREE</b> . Please tick the box if you do not wish us to contact your referees before an offer of employment is made [ ]	
First Referee's Details	Second Referee's Details
Name:	Name:
Job Title:	Job Title:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Contact Details:	Contact Details:
Daytime Tel No:	Daytime Tel No:

Email:	Email:		
<b>Reference Type</b>	<b>Reference Type</b>		
Employer [ ]	Employer [ ]		
Education [ ]	Education [ ]		
Character [ ]	Character [ ]		
<b>SECTION 11: RELATIONSHIPS</b>			
<p>Are you related in any way to an elected member (i.e. Councillor) or any employee of Knowsley Town Council?  Yes [ ] No [ ]</p>			
<p>If you have said 'Yes' please provide details here. Continue on a separate sheet if required.</p>			
<b>SECTION 12: ADMINISTRATION AND INFORMATION</b>			
<p><b>Entitlement To Work In the UK:</b> to comply with the Immigration, Asylum, and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom.</p>			
<p><b>Disability:</b> we ask these questions in accordance with the Equality Act 2010. The information that you provide will enable us to help you throughout the interview process.</p>			
Do you consider yourself to be a disability? (Please tick).	Yes [ ]	No [ ]	Prefer not to say [ ]
<p>Would the provision of any aids or adaptations assist you in carrying out the duties of this post? If so, please give details and continue on a separate sheet if required.</p>			
<p>Is there anything we need to know about your disability in order that you can have a fair interview? For example, do you need a sign language interpreter or an accessible interview room? If so, please give details and continue on a separate sheet if required.</p>			

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**SECTION 13: DECLARATIONS**

By submitting this application form, I give my consent to processing sensitive personal data relating to me for the purposes of managing my application, provided that such processing is in accordance with the GDPR 2016 and the Data Protection Act 2018.

Signature: ..... Date: .....

Print Name: .....

I confirm that the information I have provided on this application form is accurate and true. I understand that canvassing of any councillor or employee of Knowsley Town Council or giving false information will make my application unacceptable and, if appointed, may lead to my dismissal.

Signature: ..... Date: .....

Print Name: .....

Please return completed application form and supporting documentation in an envelope marked "Private and Confidential – Job Application" to the following address: Jane Thomas , Clerk of the Council, Knowsley Town Council, Bob Whiley Community Centre, Shop Road, Knowsley Village, Merseyside. L34 0HD.