



Callington Town Council



CONFIDENTIAL INFORMATION

Application for Employment

Please complete this form as clearly and as comprehensively as possible, as it will be used as the basis for short listing and selection.

1. Personal Information

Title:	
Surname:	
Initials:	
First Names:	
Address:	
Postcode:	
Telephone Numbers(s):	
Mobile Phone Number:	
E-mail address:	
Position applied for:	
How did you hear about this vacancy?	
Can you provide us with proof of your Right to Live and Work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you need a permit to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have a current driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have your own transport?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Do you have any endorsements / convictions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Have you interviewed or worked for Callington Town Council before?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, please state position and date:	
Your reason for leaving us previously:	
Do you have any relatives working for Callington Town Council?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If yes, please state name, job title and relationship:	
Do you have any pre-booked holidays? If so, please provide details:	

The Town Clerk's Office, Town Hall, New Road, Callington, Cornwall, PL17 7BD

☎ 01579 384039 📠 01579 389178 VAT Registration No. 802 9724 31
E-Mail: clerk@callington-tc.gov.uk Web Site www.callington-tc.gov.uk



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2. Employment History

Please cover the last seven years at least, starting with your most recent employer. If any gaps within your employment history, please provide reason (e.g. return to university etc.)

Please include the following information:

- Dates (from / to)
- Name(s) of employer and nature of business
- Position held
- Key responsibilities
- Salary at leaving
- Reason for leaving

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Please describe the areas of your most recent course/employment, that you found to be the most interesting and relevant to the job for which you are applying

3.Skills and Qualities

Please identify 3 key skills that you see as relevant to this position and highlight achievements in each

1	
2	
3	

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4. Your Education

School Attended	From	To	Examinations Passed & Grades

5. Further Education

College / University / Additional Qualifications/ Memberships of Professional Bodies	From	To	Qualification / Grade

6. Interests & Hobbies

Please let us know of any hobbies or interests that you have

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7. Personal Information

Please note any information provided will not be used during the selection process and shall be separated on receipt and only on the offer of a position. All data will be treated within the legal guidelines of the General Data Protection Act of May 2018.

Surname:	
First Names:	
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Marital Status:	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other
Nationality:	
Previous names:	
Date of Birth:	
National Insurance Number:	

8. References

Please give details of two people we could approach for references. These people should, where possible, know you from your previous jobs.

Referee 1		Referee 2	
Name:		Name:	
Job Title:		Job Title:	
Business Postal Address:		Business Postal Address:	
Telephone Number:		Telephone Number:	
E-mail Address:		E-mail Address:	
Relationship to you:		Relationship to you:	

The Council will maintain a personal file relating to your employment. The information held on you will include sensitive personal data as defined in Part I (ii) of the Data Protection Act 2018.

By signing this application form you hereby give explicit consent (as defined in the Act) to the processing of personal and sensitive data for normal employment purposes. In line with our equal opportunities policy, we do monitor the ethnic origin information on these forms.

TERMS AND CONDITIONS OF EMPLOYMENT

- I will abide by all Council Rules and Regulations including those relating to health and safety at work, and those relating to personal health/hygiene at my place of work.
- I have no criminal conviction (apart from any which would be deemed to be "spent").

Name:	
Signature:	
Date:	

Once fully completed, please return to: **FAO The Town Clerk**

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