

|  |  |
| --- | --- |
| Post Applied for: |  |

|  |
| --- |
| Fair Oak & Horton Heath Parish Council Job Application Form |

|  |  |  |  |
| --- | --- | --- | --- |
| Closing Date: |  | **Interview Date:** |  |

|  |
| --- |
| Please complete this form fully using black ink or type. C.V’s are only accepted when submitted with the completed application. Applications received after the closing date will not normally be considered. |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |       | **First Name:** |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |

 Letters Numbers Letter

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Daytime Telephone No:** |       | **National Insurance No:** |   |   |   |   |   |   |   |   |   |

|  |  |
| --- | --- |
| **Mobile Telephone No:** |       |

|  |  |
| --- | --- |
| **E-mail address:** |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK? | Yes | [ ]  | No | [ ]  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence** Do you hold a full, clean driving licence valid in the UK? | Yes | [ ]  | No | [ ]  |

|  |
| --- |
|  |

|  |
| --- |
| Section 2 Present Employment |
| **Present or Last Employment** (If unemployed give details of last employer) |

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Post Title: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Appointment: |       | **Salary:** |       |

|  |
| --- |
| **Brief description of duties:** |
|       |
| Continue on a separate sheet if necessary |

|  |  |  |  |
| --- | --- | --- | --- |
| Period of Notice: |       | **Last day of service**(if no longer employed)**:** |       |

|  |  |
| --- | --- |
| **Reason for leaving**(if no longer employed)**:** |       |

|  |
| --- |
| Section 3 Previous Employment |
| **Previous Employment** (most recent employer first). Please cover the last 10 years and state nature of business - if not public sector |
|  |

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       | Postcode |       |

|  |  |
| --- | --- |
| Position Held: |       |
| Employment from and to: |  |

|  |
| --- |
| **Summary of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |       |
|  |

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       | Postcode |       |

|  |  |
| --- | --- |
| Position Held: |       |
| Employment from and to: |  |

|  |
| --- |
| **Summary of duties:** |
|       |

|  |  |
| --- | --- |
| **Reason for leaving:** |       |
|  |

|  |
| --- |
| Section 4 Education |
| Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first: |

|  |  |  |
| --- | --- | --- |
| **College or University**  | **Course** | **Qualifications and grades obtained** |
|       |       |       |
| **School** | **Subjects** | **Qualifications and grades obtained** |
|       |       |       |
| Continue on a separate sheet if necessary |

|  |
| --- |
| Professional, or Technical Qualifications |
| Please give details: |

|  |  |
| --- | --- |
| **Professional/Technical/****Qualifications** | **Course Details** |
|       |       |
| **Membership of any Professional / Technical Associations- Please state level of Membership:**      |
| Continue on a separate sheet if necessary |

|  |
| --- |
| Section 5 Training and Development |
| Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses. |

|  |  |
| --- | --- |
| **Title of Training Programme or Course** | **Duration of Course** |
|       |       |

|  |
| --- |
| Section 6 Personal Statement |
| **Abilities, skills, knowledge and experience.**Please use this section to explain in detail how you meet the requirements of the Person and Job Specifications. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used. |

|  |
| --- |
|       |

|  |
| --- |
| **Section 7 Rehabilitation of Offenders Act (1974)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any convictions that are unspent under the Rehabilitation of Offenders’ Act 1974? | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| If yes, please give details / dates of offence(s) and sentence: |
|       |

|  |
| --- |
| **Section 8 Disability Discrimination Act** |

|  |
| --- |
| This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a disability which is relevant to your application? | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| If yes, please give details: |
|       |

|  |
| --- |
| **We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do we need to make any specific arrangements in order for you to attend the interview?** | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| If yes, please give details: |

|  |
| --- |
| **Section 9 References** |

|  |
| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | **Name:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Position (job title): |       | **Position (job title):** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Relationship: |       | **Work Relationship:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation: |       | **Organisation:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |       | **Address:** |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
|  | Postcode |       |  | Postcode |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Telephone No: |       | **Telephone No:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| E-mail: |       | **E-mail:** |       |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  | Are you willing for this referee to be approached prior to the interview? | Yes | [ ]  | No | [ ]  |

**Working days absent or sick in the previous 12 months: \_\_\_\_\_\_\_**

Please give reasons\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Section 10 Declaration** |

|  |
| --- |
| A. Relatives/Other InterestsAny candidate who directly or indirectly canvasses a Councillor or employee of the Council will be disqualified from consideration for the job. The Council does not bind itself to appoint any applicant. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you related to or do you have a close personal relationship with a Councillor(s) or employee(s) of Fair Oak & Horton Heath Parish Council? | Yes | [ ]  | No | [ ]  |

|  |  |
| --- | --- |
| If yes, specify name(s), position(s) and relationship(s) |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If appointed, do you have any interests or hold any appointments that may conflict with employment by the Council in the role for which you have applied?If yes, please detail on a separate sheet.  | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| B. Statement to be Signed by the ApplicantThe Council is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.I acknowledge that the Council is under a duty to protect the public funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.**I hereby certify that:*** **all the information given by me on this form is correct to the best of my knowledge**
* **all questions relating to me have been accurately and fully answered**
* **I possess all the qualifications which I claim to hold**
* **I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.**
 |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |

Please return this form by emailing – clerk@fairoak-pc.gov.uk

**General Data Protection Regulations 2018 - Recruitment & Selection**

**Privacy Statement**

Here at Fairoak & Horton Heath Council we take your privacy seriously and will only use your personal information to administer your application for employment. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing Clerk, Fair Oak & Horton Heath Parish Council, 2 Knowle Park Lane, Eastleigh, SO50 7GL

**Personal Data We Collect**

We collect the following personal data relating to your employment application:

* Contact Details (Name, Address, Email Address, Telephone &/or Mobile Number)
* Employment history
* Qualifications
* Equality of Opportunity (Ethnicity, Disability Details) under Special Categories

**How We Use Personal Data**

Your personal data will be used to process your employment application.

**How Long We Will Hold Personal Data**

Successful candidate’s data will be held under the Council’s General Data Protection Policy details of which will be made available upon the offer of employment.

Unsuccessful candidate’s data will be held of a period of 6 months where upon it will be confidentially destroyed.

**Reasons We Share Personal Data**

We may share your personal data with our Human Resources (HR) consultant to aid our selection process.

We will not normally share personal data with anyone else, but may do so where:

* There is an issue that puts the safety of our staff at risk
* We need to liaise with other agencies or third parties – we will seek consent as necessary before doing this

We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:

* The prevention or detection of crime and/or fraud
* The apprehension or prosecution of offenders

In connection with legal proceedings

* Where the disclosure is required to satisfy our legal obligations

**How We Protect Your Personal Data**

We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised we ensure that all information is held in secure locked cabinets with controlled access by named individuals.

**How to Access & Control Your Personal Data**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the council holds about them. This includes:

* Confirmation that their personal data is being processed
* Access to a copy of the data
* The purposes of the data processing
* The categories of personal data concerned
* Who the data has been, or will be, shared with
* How long the data will be stored for, or if this isn’t possible, the criteria used to determine this period
* The source of the data, if not the individual
* Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual

Subject access requests must be submitted in writing, either by letter or email to the DPO. They should include:

* Name of individual
* Correspondence address
* Contact number and email address
* Details of the information requested

When responding to requests, we:

* May ask the individual to provide 2 forms of identification
* May contact the individual via phone to confirm the request was made
* Will respond without delay and within 1 month of receipt of the request
* Will provide the information free of charge
* May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
* If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

* Withdraw their consent to processing at any time
* Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
* Prevent use of their personal data for direct marketing
* Challenge processing which has been justified on the basis of public interest
* Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
* Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
* Prevent processing that is likely to cause damage or distress
* Be notified of a data breach in certain circumstances
* Make a complaint to the ICO
* Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by Fairoak & Horton Heath Council for the purposes stated.

Signed: ………………………………………………………………. Date: ………………………………….

Please send a copy of your signed GDPR Form marked “Confidential” to Clerk, Fair Oak & Horton Heath Parish Council, 2 Knowle Park Lane, Eastleigh, SO50 7GL or clerk@fairoak-pc.gov.uk