

Give details of any other qualifications held with dates: Vocational training including Apprenticeships, Professional qualifications, Membership of Professional Institutions etc.

You may be asked to bring your certificates with you to interview if appropriate.

Full Employment History excluding Current Post (show most recent first)

From	Dates	To	Employer	Job Title, Main Responsibilities and Reason for Leaving

Please state why you are interested in this position and give details of your skills, knowledge and experience relevant to this post, taking account of any information you have been sent relating to this job. Reference can be made to voluntary work and other interests. Please continue on a separate sheet if necessary.

Have you ever been convicted at a court, or cautioned by the police, for any offence which is not now spent under the terms of the Rehabilitation of Offenders Act 1974? YES / NO

If Yes, please give details:

Having a criminal record will not necessarily bar individuals from working for the Town Council. This will depend on the nature of the position and the circumstances and back ground of the disclosed offences.

Convictions (Rehabilitation of Offenders Act 1974)

You must declare any convictions which occurred in the following periods, starting from the date the sentence was passed:

Sentence of imprisonment of 2 ½ years or over	Must always be notified
Sentence of imprisonment of 6 months – 2 ½ years	Notify if in last 10 years
Sentence of imprisonment of 6 months or less	Notify if in last 7 years
Sentence of Borstal training	Notify if in last 7 years
Fine or Community Service Order	Notify if in last 5 years
Absolute Discharge	Notify if in last 6 months
Probation Order or Conditional Discharge	Notify in last year (or until the order expires – whichever is longer)

