

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)

Please complete this box if applicable to the post for which you are applying.

Do you hold a current full driving licence? YES / NO

You may be asked to bring your driving licence with you to interview.

Please indicate if you are disabled: YES / NO

If Yes, please give details:

Are you related to any employee of Bracknell Town Council or any elected member of the Council?

YES / NO

If Yes, please give details:

References:

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

1.

2.

Tel No:

Tel No:

Position held:

Position held:

May we contact prior to interview?

May we contact prior to interview?

Yes / No

Yes / No

Offers of appointment are subject to satisfactory references, and if applicable to the post, a CRB - criminal records disclosure.

Declaration

I declare that all the information set out in this application form is true in all respects and I understand that false information may render me liable for dismissal if I am appointed. I am also aware that canvassing members of the Council or indirect canvassing is strictly prohibited and will disqualify me for the post.

Signed _____

Date _____

The information you have provided will be used for Personnel, Payroll and associated administrative purposes. We will not disclose any information about you to outside organisations or third parties or for any other reason, without your explicit consent, unless there is a legal requirement to do so.