

## Application for Employment



Thank you for your interest in working for Romsey Town Council. We pride ourselves on being an employer of choice; please look at the jobs pages on our website to find out more about working at the Council. Prior to completing this application form, please take a look at all the information relating to the role you are interested in. In completing your application form, be specific, and let us know how you meet the job skills and competencies set out in the Job Description and Person Specification.

We appreciate the effort you are taking in applying for this position and will always contact you to let you know we have received your application. This application is made up of five sections. Please ensure you complete all relevant sections of the application form including the declaration at the end.

- Section 1 - Personal Details
- Section 2 - Application Form
- Section 3 - Monitoring information
- Section 4 - Guaranteed Interview Scheme
- Section 5 - Fair Processing Statement and Declaration

Please contact [chiefofficer@romseytc.org.uk](mailto:chiefofficer@romseytc.org.uk) or 01794 512837 should you require this form in an alternative format.

Please send completed application forms to [chiefofficer@romseytc.org.uk](mailto:chiefofficer@romseytc.org.uk) or Romsey Town Council, Town Hall, 1 Market Place, Romsey, Hampshire, SO51 8YZ

Please confirm the following details:

Application Reference:

(HR use only)

<b>Position Applied for</b>	
<b>Vacancy Reference</b>	
<b>How did you find out about this vacancy?</b>	

### Section 1 - Personal Details

Title	
Surname	
Forename(s)	
Home address (including postcode)	
Telephone number(s)	
E-mail address	

Are you currently employed by Romsey Town Council?	Yes		No	
If yes, please go to Section 2				
If no, please continue below				

Are you lawfully resident in the UK?	Yes		No	
Are there any restrictions on your continued residence in the UK?	Yes		No	
If yes, please specify				

Application Reference:

(HR use only)

Are there any restrictions on your employment within the UK?	Yes		No	
If yes, please provide details				

To ensure fairness throughout the recruitment and selection process, we need to be made aware of any relationships you may have with Councillors or employees of the Council.

Do you have a direct relationship to an elected Councillor or employee of the Council?	Yes		No	
If yes, please provide the name of the person(s) and the nature of the relationship				

### Rehabilitation of Offenders

Please provide details of any unspent convictions. If you are applying for a position which meets the Disclosure and Barring Service criteria, we require your permission to carry out a Disclosure and Barring Check.

Do you have any unspent convictions under the Rehabilitation of Offenders Act (1974)	Yes		No	
If yes, please provide details				

**Section 2 – Application Form****Education**

Please provide details of your education; you may be requested to provide copies of certificates for verification purposes.

School, College, University	Subject	Qualification Level and Grade	Date Obtained

**Membership of professional bodies**

Please include details of memberships to professional bodies or associations

Current membership of professional body or associations	Membership number (if appropriate)	Level	Date attained

Application Reference:

(HR use only)

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## Employment History

Please provide your current or most recent employment details

Name and address of Employer	
Type of business	
Job title	
Dates of employment	
Salary	
Notice period	
Reason for leaving (if applicable)	
Please provide a brief description of your duties and responsibilities	

Application Reference:

(HR use only)

### Previous Employment

Starting with the most recent, please provide details of your employment history.

Name and address of employer	Job title	Dates employed	Reason for leaving

Application Reference:

(HR use only)

Where there are any significant breaks in your employment, please provide reasons.

Date from	Date to	Details

### Training Courses

Please list details of any relevant training courses you have attended. You may be asked to provide copies of certificates for verification.

Training Course	Organising Body	Dates	Duration

### Knowledge, Skills and Experience

Please explain how your knowledge, skills and experience meet the requirements of the role as set out in the job description and person specification. You should include relevant examples to demonstrate how you meet the criteria.

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Application Reference:

(HR use only)



## References

We require a minimum of two satisfactory references to confirm your employment with the Council. Please give details of two referees below, one of which must be your current or most recent employer.

If you do not have a current or recent employer, please provide a personal reference from a person who is known to you and is of a professional standing. For example, Teacher, Civil Servant, Accountant.

We will only contact your referees once you have accepted a conditional offer of employment with Romsey Town Council. By returning this form you agree to them being contacted at this time.



Application Reference:

(HR use only)

Reference 1

<b>Name</b>	
<b>Company</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email</b>	

Reference 2

<b>Name</b>	
<b>Company</b>	
<b>Position</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email</b>	

### Section 3 – Equal Opportunities Monitoring

The Council is committed to equality and diversity in our selection process and employment practices. We monitor applications we receive on an ongoing basis. We treat all applications equally based on their merits regardless of colour, race, nationality, ethnic or national origins, religion, gender, disability, age or sexual orientation.

To assist the Council with this monitoring and achieving a diverse and inclusive workforce, please provide the following information. This will only be used for confidential monitoring and will be separated from your application form.

Position applied for	
Vacancy reference	

Date of birth	
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Gender	Male	
	Female	
	Prefer not to say	

Is your present gender the same as the one assigned at birth?	Yes	
	No	
	Prefer not to say	

Marital status	Single	
	Married	
	Attached	
	Civil partnership	
	Prefer not to say	

Sexual orientation	Heterosexual	
	Gay/Lesbian	
	Bisexual	
	Other	
	Prefer not to say	

Ethnic background	<b>White</b>			
	British		Irish	
	<b>Black or Black British</b>			
	African		Caribbean	
	Other			

Application Reference:

(HR use only)

	<b>Other ethnic group</b>		
	Arab		Other
	<b>Mixed</b>		
	White & Asian		White & Black
	White & Black African		Other Mixed
	<b>Asian or Asian British</b>		
	Bangladeshi		Indian
	Pakistani		Other

Religion	Buddhist	
	Christian	
	Sikh	
	Jewish	
	Hindu	
	Muslim	
	Other	
	No religion	
	Prefer not to say	

Disability	Yes	
	No	
	Prefer not say	

Do you have caring responsibilities for a child or adult?	Yes	
	No	
	Prefer not to say	

Application Reference:

(HR use only)

## Section 4 – Guaranteed Interview Scheme

Romsey Town Council operate a guaranteed interview scheme for anyone with a disability as outlined in the Equality Act 2010. If you apply under this scheme a first stage interview will be arranged for you, if you demonstrate in your application that you meet the essential criteria for the role.

Do you consider yourself to have a disability as defined under the Equality Act (2010) and want to apply under the guaranteed interview scheme?	Yes	
	No	

## Section 5 - Fair Processing Statement and Declaration

I understand that this information will be held and processed in accordance with the General Data Protection Regulations and the Data Protection Act 2018. The information on this form, with the exception of the equalities and diversity information, is collected to facilitate the recruitment process and enable the Council to consider my application for the vacancy.

If I am appointed, I am aware the personal information on this form will be used for employment administration purposes by Romsey Town Council and SGW Payroll, the Council's payroll provider. I also understand my data will be retained in line with the Council's Data Retention Schedule.

The equalities and diversity and criminal record information will also be used for anonymised reporting purposes and statutory monitoring.

If unsuccessful, I understand my information will be held by the Council for a period of up to seven months before being destroyed. All Council external vacancies are advertised on the Council's website. Whilst we may contact you about suitable vacancies during this time, you are encouraged to proactively apply for vacancies of interest to you. Please tick the box if you wish to be contacted about other vacancies during this period.

I wish to be contacted about Council vacancies	<input type="checkbox"/>
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### **Declaration**

- I declare that the information given on this form is correct.
- I understand that if appointed, any false information provided in any section of this form, may invalidate any application or subsequent contract of employment.
- I understand that all posts require successful applicants to undergo pre-employment checks including right to work in the UK, references, pre-employment medical assessment and where appropriate, Disclosure and Barring checks. Refusal to comply with any request to undertake checks will lead to any offer of employment being withdrawn.

Signature	
Print Name	
Date	

Please send completed application forms to [chiefofficer@romseytc.org.uk](mailto:chiefofficer@romseytc.org.uk)