



# Application Form for Employment

**Completed forms should be returned to:**

Private & Confidential  
Town Clerk  
Sevenoaks Town Council  
Bradbourne Vale Road  
Sevenoaks, Kent.  
TN13 3QG

email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)

**Closing date for application forms:** 24 August 2018  
**Interviews will be held:** Early September 2018

## Notes to Candidates

Please complete **ALL** sections of this form, deleting information as appropriate.  
Please use **BLOCK CAPITALS on this page and write in blue or black ink or type.**

If any space provided is inadequate, please use a supplementary sheet and attach it to this form.

Post Title: Finance Assistant

## Personal details

Surname:  
Forename(s):  
Title (how do you wish to be addressed):  
Address:  
Nat Ins. No:  
Daytime Tel No:  
Evening Tel No:

Do you require a Work Permit to be employed in the UK? Yes  No

If you are invited to an interview with the Council, you will be required to produce a Qualifying Document as required by the Asylum & Immigration Act 1996.  
(Please see note 1 of the Preface Notes).

Please indicate which document you will be able to show us when requested:

(Please remember it must be the original document. Do **NOT** enclose it with your application)

## General Information

### Membership

Please indicate membership of professional bodies relevant to this job.

Name of Organisation:

Type of Membership:

Date of Membership:

## Relevant employment history (most recent first)

<b>Job Title:</b>
Reason for leaving:
Employer:
Date Started:
Date Left
Address:
Postcode
Key role/responsibilities

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**Please continue on a separate sheet if necessary**

If offered the position applied for, do you intend to follow any other paid employment	Yes	No
If Yes, please give details:		
What Qualities do you think you can bring to the position applied for?:		
Have you had any time off work because of sickness in the last 2 years: Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes Number of days:		

# References

Please give details of two referees, one of which must be your current or most recent employer.

Name: Position: Address: Telephone No:  If you do not wish this reference to be taken up until an offer of employment is made, please tick box. <input type="checkbox"/>
Name: Position: Address: Telephone No:  If you do not wish this reference to be taken up until an offer of employment is made, please tick box. <input type="checkbox"/>

# Education and Qualifications

Please detail any qualifications which are relevant to the job and/or specified on the person specification. Please continue a separate sheet if necessary.

<b>Examination Body i.e. NVQ:</b>
<b>Subject:</b>
<b>Results and Grades:</b>

  

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<b>Examination Body ie NVQ:</b>
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<b>Subject:</b>
<b>Results and Grades:</b>

**Please continue on a separate sheet if necessary**

## Relevant training

Please detail any courses you have attended which are relevant to the job and/or specified on the person specification. Please continue on a separate sheet if necessary.

<b>Year:</b>
<b>Organising Body:</b>
<b>Course Title:</b>

<b>Year:</b>
<b>Organising Body:</b>
<b>Course Title:</b>

<b>Year:</b>
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## **Experience, skills and other information in support of your application**

Please detail experience and skills which demonstrate your ability to carry out this job.

Please continue on a separate sheet if necessary:

## Consent and declaration of details

Information supplied on this application form will be used to monitor the effectiveness of Sevenoaks Town Council's policies and practices, its Equal Opportunities Policy. This monitoring is for statistical purposes only and your name will not be identifiable from this process.

Application forms of unsuccessful candidates will be destroyed after six months from the date the post is appointed to.

I declare that the information contained in this application form is correct.

I have read, signed and returned the enclosed Criminal Declaration form included in the pack. Your application will not be considered without this form.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CV's alone will not be accepted.  
Applicants will be required to sign emailed applications at interview.**

**In the interests of economy only short-listed candidates will be contacted.**



# Monitoring form - Confidential

## Working towards equal opportunities

Sevenoaks Town Council is committed to a policy of equality of opportunity in both employment and service provision. We seek to ensure that no person receives less favourable treatment on the grounds of gender, race, or ethnic origins, marital status, disability, age, sexual orientation, family responsibilities, religion, trade union involvement or political belief or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. To this end, individuals are to be recruited, trained and promoted solely on the basis of genuine job requirements, relevant experience and qualifications, skill and other objective criteria.

**In order to help us effectively monitor our Equal Opportunities policy you are requested to complete the enclosed monitoring form. The confidential form will be separated from your application details for analysis by the Human Resources Unit only.**

Position applied for:

Surname:

First name(s):

Postal code

Age:

Gender

Do you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities that you wish to declare under the Disability Discrimination Act?

Yes:

No:

If yes, please give full details:

Do you wish to be considered under the Disability Symbol Scheme (Two Ticks)?

Yes:

No:

**Religion (Optional):**

I would describe my ethnic origin as: (please tick alongside)\*

<b>White</b>	<b>Mixed</b>	<b>Asian</b>	<b>Black</b>	<b>Chinese or other ethnic group</b>
White British	White and Black	Indian	Caribbean	
White Irish	Caribbean	Pakistani	African	
Any other	Caribbean	Bangladeshi	Any other	
White	White and	Any other Black	Chinese	
Other background	Black African	Asian		
	Any other background	mixed background		

\*Categories used are those utilised by the Office of Population Censuses and Surveys

How did you hear about this job? (If you saw an advertisement, please state which publication it was in):

### Data Protection Act 1998:

The Personal information submitted by you on this application form and in any accompanying documents will be used by the Council, and nay other person it appoints to assist, for the purpose of selecting who to appoint to the job applied for and to monitor the effectiveness, efficiency and fairness of the selection process. The information may also be used in internal proceedings to consider a complaint about the selection process and/or to defend the Council against a legal challenge to the fairness of the selection process from any interested party.

The information supplied to you will also be subject to verification and we may need to contact people and/or organisations to confirm some of the facts contained in your application, e.g. referees, previous employers, educational establishments, examination bodies, etc.

**If you decline to give your consent as requested above the Council will be unable to consider your application for employment.** Please sign the statement below indicating your consent to the information being held, used and verified as described above. I have read the above statement and consent to the personal data submitted with this job application being used for the purposes described.

Signed.....

Date:.....

# Declaration of Unspent and Spent Criminal Offences

## **Before completing this form, please read the following notes carefully:**

It is the policy of Sevenoaks Town Council to require successful applicants for certain posts to disclose certain information on any previous criminal record that they may hold. This does not mean that possession of a criminal record will automatically prevent you from working with the Council, rather, as part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. In many cases, a particular conviction will be of no relevance and so can be discounted for the purposes of your application. In assessing your suitability for a post the Council complies with the Code of Practice recommended by the Criminal Records Bureau (CRB), a copy of which can be obtained on request.

You must give details on this form of any convictions or cautions you have or any court cases that you have pending. Under the provision of The Rehabilitation of Offenders Act 1974, job applicants do not have to disclose information on certain convictions after a set period of time, i.e. when they become 'spent'. However, staff employed to work with certain categories of person, are required to disclose all spent and unspent convictions. These work categories have been identified after a risk assessment has indicated that disclosure is both proportionate and relevant. The work categories where this is required are for roles where the employee will work with:

- A position whose normal duties include caring for, training, supervising or being in sole charge of children
- A position whose normal duties involve unsupervised contact with children under arrangements made by a responsible person.
- For the purposes of the ROA 1974 (Exceptions) Order 1975, a person who regularly cares for, trains, supervises or is in sole charge of vulnerable adults of the following description is entitled to an **Enhanced Disclosure**. A vulnerable adult for the purposes of an Enhanced Disclosure is a person aged 18 or over

Where the post applied for involves working with children or vulnerable adults in a position of trust as outlined by the CRB we are allowed by virtue of the Exceptions Order to the Rehabilitation of Offenders Act to request applicants to reveal their full criminal history (including 'spent' convictions) due to the nature of the duties and responsibilities of the position.

Only those positions that require Sevenoaks Town Council to ask an exempted question are eligible to apply for a disclosure. The Council will use the information provided by the CRB when assessing your suitability for such jobs. In the event of employment being offered, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council. Any information you give will be kept confidential and will only be considered in relation to the job for which you are applying.

Therefore if you have been convicted of a criminal offence in then past (including any convictions in a court of law outside Great Britain) you must give details (convictions,date and sentence) below.

# Declaration of Criminal Offences

Using the guidelines, please list all your unspent and spent cautions and criminal offences. Do not forget to include **any** pending convictions and indicate that they are pending.

**If you have no convictions, please write 'None' and sign the form. If you have any queries about the completion of the form, please contact Ann White at Sevenoaks Town Council.**

**Nature of Offence(s):**

**Name of Court and Date of Conviction:**

**Sentence(s):**

All information will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have given.

I certify to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete in any way, it may automatically disqualify me from the appointment or may render me liable to instant dismissal without notice.

**Please complete this form and return it with your application to:**

**Private & Confidential. Ann White, Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks, Kent. TN13 3QG**

**email:** [ann.white@sevenoakstown.gov.uk](mailto:ann.white@sevenoakstown.gov.uk)

## Policy Statement on the Recruitment of Ex-offenders

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicant's suitability for positions of trust, Sevenoaks Town Council complies fully the CRB Code of Practice and undertakes to treat all applicants **fairly**. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- Sevenoaks Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical, mental disability or offending background.
- Sevenoaks Town Council is required to include this written policy on the recruitment of ex offenders, at the outset of the recruitment process.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Cllr..... Sevenoaks Town Council, we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the of the position allows Sevenoaks Town Council to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Sevenoaks Town Council who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offence or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to a position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request and we will undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.**