



ADUR & WORTHING  
COUNCILS

# Job Application Form

**Adur & Worthing Councils**

**Working in Partnership for communities**

Please return your completed job application form to: *Human Resources, Adur & Worthing Councils, Worthing Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA*

**Application for the post of:**

**Post number:**

## PERSONAL DETAILS

Last name:

Initials:

Address:

Postcode:

Telephone - daytime:

Telephone - evening:

Mobile:

Do you hold a valid driving licence?

Yes  No

Full  Provisional

Our preferred method of contact is via email. Please provide your current email address:

Do you wish to job share?  Yes  No

If yes, please attach details

## CURRENT / MOST RECENT EMPLOYMENT

Employer's name:

Employer's address:

Position held:

Current / most recent salary:

£

Any other benefits / allowances:

Notice required:

Dates From:

To:

**Please give a brief description of your current/most recent duties and responsibilities, including details of who you report to and staff for whom you are responsible.**

**If not currently working, please mention any relevant work undertaken at home or in a voluntary capacity. Please use additional sheets if necessary.**

**What is your main reason for wanting this post:**

**Previous employment:** Please start with employment immediately prior to current/most recent job and work backwards (including temporary, vacation and voluntary work). Please use additional sheets if necessary

Employer's name and address	Position held and outline of duties and responsibilities	Reason for leaving	Dates (from, to)

<b>Academic and Technical record:</b> You may be required to produce evidence (documents/certificates)			
School, College, University etc	Full time/ part time or open	Subjects studied	Qualifications/grades obtained

**Other training:** Please give details of other relevant training not covered in previous section (specialist training, in-house training & short courses etc)

Description of course	Dates

Please give details of current memberships of any professional or technical associations including date joined

Please indicate details of education/training currently being undertaken or planned

**Supporting information relevant to your application:** This is the most important part of your application. Having read the job description and person specification, please tell us how your experience and abilities meet the requirements of the job. Please do not repeat your career history but draw our attention in particular to your main achievements and how these will help you be successful in the post. Reference to any relevant unpaid/voluntary work will also be welcomed. **(You may continue on an additional sheet if necessary).**

**Referees:** Please name two referees who should be your present/and or your most recent employers. If you do not have two job references, please give details of someone (not a relative) who has known you for at least two years. School/college leavers should give a tutor or teacher as a referee

<p>Name: Email:  Telephone: Address:   Postcode: Capacity in which known:  For how long? May we contact before an interview? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Name: Email:  Telephone: Address:   Postcode: Capacity in which known:  For how long? May we contact before an interview? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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**REHABILITATION OF OFFENDERS ACT**

You must complete this section if you have been convicted of a criminal offence, and have not yet completed the rehabilitation period for the offence i.e. it is not 'spent', or if we have indicated that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended)

**Have you been convicted of a criminal offence?**  Yes  No

**If your answer is yes, please give details of the date, the nature of the offence, and the penalty on a separate sheet**

**RELATIONSHIP**

**Are you a Councillor or are you related to or living with a Councillor or Council employee?**  Yes  No

**Do you have or have you had any business or financial interests involving the Council's, e.g. you have been a supplier of services to the Council?**  Yes  No

**If you have answered yes to either of the above please provide further information below or on a separate sheet:**

Under the Council's Standing Orders any attempt to canvass or influence the fair appointment of staff will render the application for employment invalid.

## RIGHT TO WORK IN THE UK

In accordance with the Asylum and Immigration Act 1996 (amended February 2008) we are required to check your eligibility to live and work in the UK.

**Please confirm you will be able to provide this evidence at interview?**  Yes  No

**Are there any restrictions to your right to live and work in the UK, such as a Work Permit or Worker Registration Scheme?**  Yes  No

**If yes please provide details:**

**I certify that to the best of my knowledge, the information provided is correct and I understand that any false statements on this form may result in termination of any appointment:**

Signature:

Date:

### Notes:

EU GDPR and UK Data Protection Act 2017: This information will be used for recruitment, selection and appointment purposes and may be copied for use during this process. If you are appointed, the information you have provided will be stored and used for operational and managerial purposes and in connection with the payment of salaries. Non-personal information is used for statistical purposes. If you are not appointed, the data will be stored for a short period then destroyed. Please see the Human Resources Privacy notices for more information.

### Disabled candidates:

Any candidate who notifies us of a disability and meets the minimum essential criteria for the job will be guaranteed an interview. The Council complies with the Equality Act 2010.

**Do you consider yourself to have a disability?**

Yes No

**If yes, do you need any arrangements made to assist you if selected for an interview**

**General information** : If there is any special help you would like the Council to provide you with either in connection with an interview if you are short-listed or to enable you to do this job, or if you have special circumstances which you would like to make us aware of, please give details below :

**Additional page (if needed)**