

Mere Town Council – Project Co-ordinator (PART TIME)

Applicant No.

APPLICATION FOR EMPLOYMENT – MONITORING FORM

CONFIDENTIAL

Please complete in black ink or type

THIS FORM IS NOT PART OF THE SELECTION PROCESS
(The information you provide will be treated in the strictest of confidence)

Application for the post of: **Project Co-Ordinator (Part Time)**

Personal Details

Surname:		Forename:	
Preferred Name:		Preferred Title:	
Address:	Email:		
Daytime Phone No.:		May we contact you on this number during the application process? Yes / No	
Evening Phone No.:		National Insurance No.:	

Right to Work and Visas

Are you eligible to work in the UK?	Yes / No
If yes, do you have a current visa to work in the UK?	Not required / Yes / No
If you do have a current visa:	
What type of visa is it?	
Reference number (if applicable)	
Start date (if applicable)	
Expiry date (if applicable)	
Any other comments:	

Relatives / Other interests

Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Mere Town Council?

Yes / No

If yes, please state the name of the person and the capacity in which you are known to them.

If appointed, do you have any business and/or financial interests which might conflict with the duties of the post?

Yes / No

If yes, please give brief details

Rehabilitation of Offenders Act 1974

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not 'spent'. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'.

Supplementary Information

Flexible Working

Do you wish to apply for this job on the basis of flexible working?

Yes / No

If yes please give details of your preferred work pattern or other request

Recruitment Monitoring

How did you find out about this vacancy? Where appropriate, please give specific details of the website or publication.

Declaration

I declare that that the information in this form and the accompanying application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I understand that nay offer of employment is subject to the Town Council being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions and a medical report (in line with the operation of the Equality Act 2010).

Mere Town Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulation and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the Privacy Notice on our website: https://merewilts.org/?page_id=645

I give my permission for Mere Town Council to process and retain information about me contained in this form in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

Signed..... Date:

Name: