

## APPLICATION FORM WITH CV

Please complete this form and return it by email to [kgilby@corsham.gov.uk](mailto:kgilby@corsham.gov.uk) or hand it in to reception at the Town Hall. If you need to complete it by hand, please use dark ink.

If you would like a version of the application form in a larger print or would like any other support with making an application, please contact us.

|                                    |  |
|------------------------------------|--|
| Job applied for                    |  |
| Where did you hear about this job? |  |

### Section 1 - Your Personal Details and Declaration

The information in this section will be detached from the rest of the application form prior to shortlisting.

|   |                                     |
|---|-------------------------------------|
| Miss/Mr./Mrs./Other (please state)  |                                     |
| Forename(s)   |                                     |
| Surname   |                                     |
| Address<br>(including post code)  |                                     |
| Home phone number   |                                     |
| Mobile number   |                                     |
| Email address   |                                     |
| Work phone number<br>(If happy to be contacted at work)   |                                     |
| All applicants are required to have the right to work in the UK or a valid work permit. Evidence of this will be requested if successful at interview stage.                  |                                     |
| Do you have the right to work in the UK? (Please state yes or no)   |                                     |
| Do you require a work permit to work in the UK? (Please state yes or no)  | If yes, do you have a valid permit? |
| If you consider yourself to have a disability, please state any reasonable adjustments we can make, or any assistance or facilities you may require if attending an interview |                                     |

|   |  |
|---|--|
| Do you know any members of staff or Councillors at Corsham Town Council? (Please state yes or no)   | If yes, in what capacity? (please state) |
| Your post may be subject to Enhanced Disclosure with the Disclosure and Barring Service (DBS). If this is the case, it will be indicated on the Person Specification. If your post is subject to disclosure, and the disclosure reveals something that is not to the employer's satisfaction, your employment will be terminated. If you know of any reason why you would not achieve a successful Enhanced Disclosure from the DBS, please provide details on a separate sheet, and attach to your application in a sealed envelope marked CONFIDENTIAL. |  |
| Have you any convictions that are not spent under Rehabilitation of Offenders Act 1974 and are not minor motoring offences? (Please state yes or no)  |  |
| If yes, please provide further details [spent convictions do not have to be declared]   |  |
|   |  |

|   |  |
|---|--|
| Do you possess a full current driver's license? (Please state yes or no)                                      |  |
| Do you have access to a car that you could insure for business use and use for work? (Please state yes or no) |  |

I certify that all the information provided in this application form, together with any other information that I may provide during my application, is true and accurate to the best of my knowledge and belief. I understand and agree that:

1. Any information I provide may be verified through personal or written contact in whatever manner is considered appropriate by the Organisation and that any false or misleading statement may be sufficient cause for rejection or, if appointed, dismissal.
2. The information that I have provided in this application form and any other personal data (including sensitive personal data) that I may provide during the application process or any period of employment with the Organisation may be transferred to, held (in manual or electronic form) and used by the Organisation and/or carefully vetted third parties who may process personal data on behalf of the Organisation, for all purposes in connection with personnel and/or administrative matters including, without limitation, management planning or forecasting, and I expressly consent to such processing.
3. I understand that any information provided will be processed in accordance with the company's GDPR Policy, including the procedures around retention periods.

**Signed (or Name if sending electronically):**

**Date:**