



<b>Post Applied For:</b>		<b>Ref:</b>	
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**Contact Details:**

Surname:	
First Names:	
Address:	
Daytime Telephone Number:	
Evening Telephone Number:	
Mobile Telephone Number:	
Email Address:	

If you are related to any Member of the Town Council, or any Officer of the Council, please give details:	
Do you hold a current driving licence (full and valid)? Evidence will be required at interview.	
Do you have exclusive use of a motor vehicle for work purposes?	
Please enclose a list of any driving convictions in the last 5 years.	

**Secondary Education:** *Evidence will be required at interview*

Name of School	From – To	Examinations passed & Grades

**Further Education:****(University, College, Evening Classes)***Evidence will be required at interview*

Name of Unit	From – To	Examinations passed & Grades

**Professional Qualifications & Memberships:***Evidence will be required at interview*

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**Training:****Please list any courses which you think are relevant to this post***Evidence will be required at interview*

Organising Body	Date	Course Title	Length

**Specialised Skills & Languages:**

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**Present or Most Recent Employment:**

Name & address of employer:	
Job Title:	
Date of appointment:	
Salary:	
Period of notice:	
Date of leaving/left (if applicable):	

Please give a brief description of your major duties and responsibilities:

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**Previous Employment:**

Name, Address , Telephone Number & Nature of Business of employer:	Position & Main Responsibilities:	From - To	Leaving Salary	Reason for Leaving:

*Continue on a separate sheet if required*

Have you given notice to your employer?		How soon could your employment commence:	
Give details of any holiday commitments during the next six months:			
Give details of any hobbies or interests:			

References:	
Give the details of two people NOT YOUR PREVIOUS EMPLOYERS OR RELATED TO YOU, who we may contact for pre-interview references:	
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
May we contact your present employer for a reference prior to interview?	

### **Additional Information:**

Please give your reasons for applying for this post, relating your experience, achievements and abilities to the post for which you have applied (you may add up to 4 further sheets if you wish). You should read the Person Specification and tailor your response accordingly.

## Rehabilitation of Offenders Act 1974

Candidates need not give details of spent offences except where the post is exempt from the Rehabilitation of Offenders Act 1974. If you are applying for a post which is exempt from the Rehabilitation of Offenders Act 1974 this will be specified in the job details and a criminal record check through the Disclosure & Barring Service will be required before an appointment is confirmed.

Have you any unspent criminal convictions?

YES / NO

If YES, please give brief details:  
(Date, Nature of Offence, Court, Sentence)

I, (print name in box)

I confirm that the information contained in this application is correct. I am aware that Giving false information will result in my application not being pursued or my contract being terminated if I have already been appointed to the job.

I understand that canvassing any members of Banbury Town Council in connection with any appointment shall disqualify the candidate.

I understand that a Medical Examination may be required in connection with this post and that any appointment is subject to satisfactory medical clearance.

Signed

Date

**Application forms not fully completed may be refused. It is not acceptable to just attach a C.V. to an application form.**

Please send completed forms via email to Nicky Halford, Cemeteries Manager [nicky.halford@banbury.gov.uk](mailto:nicky.halford@banbury.gov.uk)

## Privacy Notice

### Recruitment Application

#### What is recruitment application?

As part of any recruitment process, Banbury Town Council collect and process personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and meets its data protection obligations.

Personal information is any information about an individual from which that person can be directly or indirectly identified.

#### Contact details specific to service

If you have any queries that are specific to how your personal data is used as part of our recruitment process contact: [mark.hassall@banbury.gov.uk](mailto:mark.hassall@banbury.gov.uk) or write to the Town Clerk, Banbury Town Council, Town Hall, Bridge Street, Banbury, Oxon, OX16 5QB

#### How we use your information collected

The information you provide will be used to confirm your identity and process your job application.

Other than employment agencies, the Councils will only seek personal information from third parties during the recruitment process where consent is given to contact your references.

#### Who will have access to my personal data?

The information you provide will only be used by The Council and will not be shared with any other organisation without obtaining your consent.

The Council take all precautions to ensure your personal data is secure and used only for the purposes for which it was obtained, unless permitted by law to process it for other purposes.

#### What information is processed?

The Councils process a range of personal information about you during the recruitment process. This includes:

- your name, address, contact details and NI number
- personal information included in a CV, any application form, cover letter or references we obtain
- any disability, for which the Councils needs to make reasonable adjustments

If you fail to provide certain personal information when requested, we may not be able to process your job application.

#### Retention period

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Information relating to successful candidates will be added to personnel files and retained for up to six years from date of termination of employment.

#### Summary of rights

You have a number of statutory rights to the information we hold on you and these are explained in our General Privacy Notice found on our website at [www.banbury.gov.uk](http://www.banbury.gov.uk) (Council/Data Protection 2018). Alternatively you can request this information by email: [info@banbury.gov.uk](mailto:info@banbury.gov.uk)