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**Houghton Regis Town Council**

**CONFIDENTIAL**

**APPLICATION FORM**

**Position Applied for:**

*Notes for Completion:*

1. Please complete the form using **BLOCK CAPITALS** in **black** ink or typed
2. Additional sheets may be attached where necessary

3 Please complete **all** sections

4 **Please return by email to info@houghtonregis.org.uk**

5 The closing date for applications is

|  |  |  |
| --- | --- | --- |
| 1. **Personal Details** | | |
| Surname  Forename(s)  Address      Post Code | | Telephone Number (mobile)  Telephone Number (Home)  E-Mail Address  National Insurance Number |
| **Holiday Commitment -** Please give details of any holiday commitment you have over the next 12 months: | | |
| 2. **Professional Membership** | | |
| Organisation | Membership Status | |
|  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. **Education and Qualifications** (Secondary/College/University etc.) | | | | | | | | | | | |
| Dates | | | | School/College/ University etc. | | | Qualifications  (State level and subject) | | | | Grades |
| from | | to | |
|  | |  | |  | | |  | | | |  |
| 4. **Present/Most Recent Employment** | | | | | | | | | | | |
| Name & Address of Employer: | | | | | | | | Reason for leaving: | | | |
|  | | | | | | | |  | | | |
| Job Title: | | | | | | | | | | | |
| Present/last salary and allowances: | | | | | | | | | | | |
| Date started: | | | | | Period of notice required/last date of employment: | | | | | | |
| Main duties: | | | | | | | | | | | |
| 5. **Previous Employment** (Please list your previous two employers and any other relevant employment) | | | | | | | | | | | |
| Dates | | | Name & Address of Employer | | Job Title/ brief description of duties | | | | Annual Salary | Reason for Leaving | |
| from | to | |
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| 6. **Information in Support of your Application** | | | | | | | | | | | |
| *Notes*   1. Please explain why you are applying for this vacancy. 2. Also explain how you meet the Person Specification for this post by making reference to previous experience and training.   (Please use continuation sheet(s) if necessary) | | | | | | | | | | | |
| 7. **Training** | | | | | | | | | | | |
| Please give details of any courses you have completed which you think are relevant to this post: | | | | | | | | | | | |
| 8. **Interests, Hobbies, Sports** | | | | | | | | | | | |
| Please give brief details of your interests outside work, including membership of clubs and any voluntary work you undertake which may be relevant to this post | | | | | | | | | | | |
| 9. **Other Information** | | | | | | | | | | | |
| **We guarantee an interview to all candidates who have a disability where they meet the minimum criteria for a job**  Do you consider yourself to have a disability under the Equality Act? Y / N  Would you require any particular arrangements to attend an interview? Y / N (If yes, please give details)  Do you hold a current Driving Licence? Y / N  What kind of licence is it? Provisional Full HGV  Do you have regular use of a vehicle? Y / N  Please give details of any penalty points and/or driving ban in the last five years  How did you learn of this vacancy?  Social media Noticeboard  Word of mouth Linked In  Job website Please specify …………………………………………  Other | | | | | | | | | | | |
| 10. **Interview Arrangements** | | | | | | | | | | | |
| If you need any reasonable adjustments to be made in order for you to be interviewed for this position at our premises, please give details | | | | | | | | | | | |
| 11. **References** please ensure your references are in a position to respond promptly. It is our policy to contact ALL named referees after a conditional offer has been made. | | | | | | | | | | | |
| **First referee**  Name: | | | | | | **Second referee** Name: | | | | | |
| Address: | | | | | | Address: | | | | | |
| Email Address: | | | | | | Email Address: | | | | | |
| Telephone number: | | | | | | Telephone number: | | | | | |
| Occupation: | | | | | | Occupation: | | | | | |
| May we contact prior to interview Y / N | | | | | | May we contact prior to interview Y / N | | | | | |
| 12. **Declarations/Code of Conduct** | | | | | | | | | | | |
| Are you related to any Councillor or Employee of this council? Y / N  If YES, please give details:  *I understand that canvassing of Councillors or Officers, directly or indirectly, will disqualify my application*  **Right to work in UK**  Are there any restrictions on your continued residence or employment in the UK? (If yes, please give details)? Y / N  *List the documents you can provide to evidence your right to work (see appendix 1 at the end of the form)*  **Criminal Record**  Have you ever been convicted of a criminal offence? Y / N  Declaration subject to the Rehabilitation of Offenders Act 1974  If YES, please give details: | | | | | | | | | | | |
| **Declaration**  I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct and understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages if I am appointed.  I hereby consent to the processing of sensitive personal data (in accordance with UK GDPR) involved in the consideration of this application.  I understand that all personal details will be held in strict confidence and will not be divulged to any other individuals or organisation for any other purpose.  Signed:............................................................ Date:............................................... | | | | | | | | | | | |

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**Houghton Regis Town Council**

**CONFIDENTIAL**

**Equal opportunities recruitment monitoring form**

**Position Applied for:**

The following pages will be detached from your application prior to it being considered for shortlisting.

Houghton Regis Town Council is committed to equal opportunities in employment and seeks to ensure that no candidate is treated less favourably on the grounds of age, disability, gender reassignment, marital status or civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary. The information you provide will stay confidential.

**Gender** Man 🗆 Woman 🗆 Non-binary 🗆 Prefer not to say 🗆

If you prefer to use your own term, please specify here …………………….

Is your gender identity the same as registered at birth?

Yes 🗆 No 🗆 Prefer not to say 🗆

**Marital status:**

□ Single

□ Married/Civil Partnership

□ Divorced/dissolved partnership

□ Co-habiting

□ Separated

□ Other

□ Prefer not to say

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆

50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your ethnicity?** Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**White:**

White British  White Irish  Gypsy/Irish Traveller/Roma

White Other*(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_:*

**Black / Black British:**

Caribbean  African  Black British

Any other black background *(please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_:*

**Asian / Asian British:**

Indian  Pakistani  Bangladeshi  Chinese

Asian British  Any other Asian background

*(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_:*

**Mixed Ethnic Background:**

Black and White Caribbean  Black and White African

Asian and White

Any other mixed ethnic background *(please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_:*

**Any Other Ethnic Background:**

Any other ethnic background *(please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_:*

Prefer not to say

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

If yes, please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post:

**What is your sexual orientation?**

Heterosexual 🗆 Gay/lesbian 🗆 Bisexual 🗆 Prefer not to say 🗆

If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in:

**What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆

Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆

Prefer not to say 🗆

I understand that this information may be stored confidentially and processed as part of the Town Council’s monitoring of equal opportunities only in accordance with its obligations under the Equality Act 2010 and I give my consent to my details to be used for this purpose.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your co-operation.

Appendix 1 - **List of acceptable documents to evidence right to work**

## Manual right to work checks

This will require you to provide one of the following **original** documents which will be checked, copied, and filed, as evidence of your entitlement to work. All original documents will be returned safely.

The documents that are acceptable for proving someone has the right to work in the UK as part of a manual check, are split into two lists:

**List A** - documents show that the holder is not subject to immigration control, or has no restrictions on their stay, so they have an ongoing right to work in the UK. The person has a permanent right to work in the UK. No further checks will be required during employment.

**List B** - documents show that the holder has been granted leave to enter or **remain** in the UK for a limited period and/or has restrictions on their right to work. We will carry out repeat document checks shortly before their permission to be in the UK expires.

**List A – acceptable documents to establish a continuous statutory excuse**

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer. (Definition includes a full birth certificate issued by a UK diplomatic mission i.e., British Embassy or British High Commission).
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B: Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question. (This includes a current passport endorsed with a stamp showing an individual has been granted leave to enter and there are no work-related conditions attached. If, under the conditions of the individual’s leave, work was restricted or prohibited the endorsement placed in the individual’s passport would explicitly set that out as a condition).
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B: Group 2 – documents where a time-limited statutory excuse lasts for six months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

## Digital online check

The online service currently allows digital checks to be conducted where the person holds:

* A biometric residence permit
* A biometric residence card
* Status issued under the EU Settlement Scheme
* Status issued under the points based immigration system
* British National Overseas (BNO) visa
* Frontier workers permit.

If you hold one of the above forms of immigration status, you are entitled to choose whether you evidence your right to work through the online service or by participating in the company’s manual checking process.

To enable us to perform an online check, you must provide us with your date of birth, and the ‘share code’ generated by the Home Office online right to work checking service. This share code will be valid for 90 days from the point it has been issued and the code will begin with the letter ‘W’ to denote that the code has been generated to evidence the right to work.