

# APPLICATION FORM HATFIELD TOWN COUNCIL

**Confidential**

**Please complete in black ink and return to address on last page**

|  |  |
|--|--|
| Closing Date:<br>Interviews (if short listed)<br>. |  |
| Appointment of:                                    |  |
| Where did you see the advertisement?               |  |

## PERSONAL DETAILS

|   |   |
|---|---|
| Surname:  | First names:                              |
|   |   |
| Home Address:   | Telephone Numbers                         |
|   | Home:                                     |
|   | Work:                                     |
|   | Mobile:                                   |
| Post Code:  | Can we contact you at work? <b>Yes/No</b> |
| Email:  |   |
| Preferred title e.g. Mr, Mrs, Ms, Mx etc.   | Valid Driving Licence <b>Yes/No</b>       |
| N.I. Number:  | Penalty Points <b>Yes/No</b> Number:      |
| Date of Birth:  | Do you have access to a car <b>Yes/No</b> |
| Are you related to or are the spouse / partner of any councillor or employee of Hatfield Town Council?<br><b>Yes / No</b><br>If yes, please give detail:<br>Canvassing will disqualify your application or if appointed make you liable to dismissal. |   |

## EDUCATION AND TRAINING

| From | To | Schools etc (latest first) | Qualifications attained with grades |
|------|----|----------------------------|-------------------------------------|
|      |    |                            |                                     |

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|--|--|--|--|
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**MEMBERSHIP OF PROFESSIONAL INSTITUTIONS**

| Organisation | Membership Status | Date Awarded |
|--------------|-------------------|--------------|
|              |                   |              |

**EMPLOYMENT HISTORY (most recent jobs first)**

Please indicate all previous positions held including any with this Council

Present Position:

Present Employer:  
(including location)

Date started

Current Salary:  
Benefits:

Reason for wishing to leave:

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

| From | To | Previous positions | Employer and Location | Reason for Leaving |
|------|----|--------------------|-----------------------|--------------------|
|      |    |                    |                       |                    |

**CERTIFICATED COURSES ATTENDED**

| Course | Organisation | Date Attended |
|--------|--------------|---------------|
|        |              |               |

**NOTICE**

Please state the period of notice you are required to give in your present job:

|  |
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|  |
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**INFORMATION IN SUPPORT OF YOUR APPLICATION**

**This should include the following:**

1. Reasons for this application
2. How your skills, experience and personal qualities relate to the job requirements – see person specification on job description. You are welcome to also include examples of voluntary / unpaid work, which you feel support this. Please continue on a separate sheet if necessary.

|  |
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|  |



**b) OTHER REFERENCE**

NAME..... RELATIONSHIP TO YOU.....  
JOB TITLE.....  
ADDRESS.....  
.....Phone:.....Fax:.....  
E-Mail:.....Can we contact prior to interview **Yes / No**

**INTERESTS OR HOBBIES**

**RIGHT TO WORK IN UK**

Are you legally entitled to work in the UK **Yes/No**  
We will require evidence of this prior to commencing employment.

**CRIMINAL RECORD**

**HEALTH**

Have you ever been convicted of a criminal offence? **Yes/No**  
**If YES**, please give details:  
  
Declaration subject to the Rehabilitation of Offenders Act 1974:

For health reasons, do you require any adjustments for the interview and selection process? **Yes/No**  
  
**If YES**, please give details:

**DATA PROTECTION**

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.  
**I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.**

**Signed**.....**Dated**.....

**UNDERTAKING**

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

**Signed**.....**Dated**.....

**Note: We are an equal opportunities employer and will not tolerate discrimination in any form.**

Completed and signed application forms should be sent to:  
Hatfield Town Council, Birchwood Leisure Centre,  
Longmead, Hatfield AL10 0AN,  
[alastair.ogilvie@hatfield-herts.gov.uk](mailto:alastair.ogilvie@hatfield-herts.gov.uk)