



### 3. Professional & Technical Bodies Membership

Please give details of any relevant professional or technical bodies of which you are a member by examination or subscription and any CPD you have undertaken.

Name of Institute/Professional Body	Level of Membership	Year of Award

### 4. Training Courses

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title and Duration	Provider	Date

### 5. Present or most recent Employment

Employer	
Address with postcode	
Job Title	
Current or Final Salary	
Please provide a list of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)	
Why do you/did you wish to leave your current/most recent job?	

## 6. Employment History

Please list all your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history,

Name and Address of Employer	Employment Period		Job Title and Salary	Reason for Leaving
	From	To		

## 7. Outside Interests & Non-Vocational Experience

Please give details of any outside interests or non-vocational experience which you feel may be relevant and will support your application.

## 8. Relevant Experience & Other Supporting Information

The information you provide in this section is very important in assessing your application. Please give details of your knowledge, qualifications, experience, skills and ability to cope with the demands of the post, relating them to the requirements of the job as laid out in the Person Specification and Job Description within the Recruitment Handout. Please continue on additional A4 sheets if necessary.

## 9. Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

## 10. Prevention of Illegal Working

Are you eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any restrictions on your residing in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.	

### 11. Driving Licence

Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" please state type of licence you hold:	
Are you a car owner or do you have a car at your disposal?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any current endorsements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "Yes", please specify:	

### 12. References

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.			
<b>Reference 1</b>		<b>Reference 2</b>	
Name		Name	
Position		Position	
Company		Company	
Address with Post code		Address with Post code	
Email address		Email Address	
Tel No		Tel No	
Capacity known to you		Capacity known to you	
Have you any objection to the references being obtained prior to interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you any objection to the references being obtained prior to interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>

NB References will be obtained and their authenticity checked if you are offered the appointment.

### 13. Relationships

Are you, to your knowledge, related to or have any relationship with an Elected or Co-opted Member or employee of the Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes", please give details.	

#### 14. Disability Discrimination Act 1995

Do you have a disability you wish us to know about at this stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, to assist us in making the interview arrangements please note below if you believe there are any reasonable adjustments we should be making.	

#### 15. Declaration & Data Protection Act Consent

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signature		Date	
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I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application, this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Council's Data Privacy Statement and Policy on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

I give my consent / I wish to find out more information or to check what personal data is being collected and processed before giving my consent (please delete as applicable)			
Signature		Date	

#### 16. Notification of Vacancy

How did you find out about this vacancy? Advertisement ☐ Word of mouth ☐ Council website ☐  
Council Notice Board ☐ Other ☐ Please state:

#### 17. Acknowledgement & Return of Completed Form

When completed, please return the application form by **20 October 2024** to:-

**Chair of Council: Cllr Jennifer Slate**

**Post: Valhalla, Heol Blaengwastod, Llangunnor, Carmarthen, SA31 2LE**

**Email: [Clerk@Llangunnor-cc.org.uk](mailto:Clerk@Llangunnor-cc.org.uk)**

Please mark the envelope or email **"Confidential – Application for the post of Clerk/RFO Llangunnor Council"**. If you would like an acknowledgement of receipt, please enclose a stamped addressed envelope if submitting this application form by post.

#### 18. Interview Arrangements

It is our intention that if you are selected for interview you will be notified during the week ending **25 October 2024** and interviews may be held week commencing **4 November 2024**.

Please confirm that you will be available on these dates if selected for interview. Yes ☐ No ☐