

Carn Brea Parish Council Application Form

Please call 01209 313014 if you have any questions on how to complete this form.

Please fill in **all sections** of the form using **black ink/type**. The information you provide will help us make a fair decision in the selection process.

Post Title:			
About you			
Title:		Surname:	
First name(s):			
Home address:		Home phone:	
		Work phone:	
		Mobile:	
Postcode:		Email:	
NI Number:		(you can get this from the Department of Work and Pensions)	
Full Driving License:	Yes / No	Access to car:	Yes / No
Your current or most recent employment			
Note: If you are applying for your first job, please provide any voluntary work/work experience in the "Previous employment or experience" section.			
Employer name:		Job title:	
Employer address:		Salary:	
		Start date:	
		Leave date: (if applicable)	
Reason for leaving:			
Main duties and responsibilities:			

Previous employment or experience

Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc).

[illegible]

Qualifications achieved from secondary, higher and further education

[illegible]

Other training, courses and self-development

[illegible]

Membership of professional bodies

Institute or association	Membership level	How obtained, e.g. through qualification or election	Date achieved (mm/yy)

Computer/Information Technology

Please give details of your IT Skills, listing experience of use of hardware, software, the Internet etc.



References – References			
Your references must cover the last 3 years of your employment; please provide an additional referee on a separate sheet if these do not cover 3 years or if your current or most recent employer is not one. If you do not have any previous employment, please use your most recent tutor (school, college or university) or a referee who you have known through a voluntary role, group or organisation. References will only be taken up where a candidate is to be invited for interview. If you do not wish your referees to be contacted at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references. If you have any concerns, please call 01209 313014.			
Reference 1: current/most recent employer		Reference 2: previous employer	
Referee's full name:		Referee's full name:	
Job title:		Job title:	
Company name:		Company name:	
Address:		Address:	
Postcode:		Postcode:	
Email:		Email:	
Phone Number:		Phone Number:	
Relationship/Connection to you: (i.e. Manager)		Relationship/Connection to you: (i.e. Manager)	
Can this referee be contacted prior to interview;			
YES / NO		YES / NO	

Your supporting statement

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Note what qualities you have which most suit you to the job you are applying for, using examples where possible and provide the situation or task, your action (s) and the result.

If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

You may use additional sheet if necessary.

Disclosure of interest	
Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)? If yes, please provide details:	YES / NO
Do you have any other employment (including part-time or night work) which you intend to continue? If yes, please give details:	YES / NO
Are you related to, or have formed any relationship (personal, financial or professional) with any current Councillor or employee of Carn Brea Parish Council. If yes, please give details:	YES / NO
Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role? If yes please give details:	YES / NO
The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment? If no, please provide details of your other role(s) and the days and hours you work:	YES / NO
Do you have any other commitments which may limit your working hours, eg, judicial, military or local government? If yes, please give details:	YES / NO
Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment? If yes, please give details:	YES / NO
Have you ever been convicted of a criminal offence (NB The Rehabilitation of Offenders Act 1974)? Some posts, including those that involve working with children or vulnerable adults, may be required to give details of any criminal convictions. If this post falls into this group you will be required to provide information on a questionnaire to be checked through the Criminal Record Bureau (CRB)	YES / NO
Asylum & Immigration Act 1996 – Proof of Legal Right to Work in the UK	
Section 8 of the Act requires employers to keep evidence of applicants' legal right to work in the UK employment. The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. P60, passport, UK or Eire birth certificate) to confirm your eligibility to work in the UK. Are you legally eligible for employment in the UK? YES / NO	

How we protect your personal information		
The Data Protection Act 1988 (DPA) The information you provide on this application form will be kept on file and processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. We may contact relevant third parties in order to verify certain information given on your application (NB References are subject to your consent). All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes.		
Your declaration		
I understand that any employment, if offered will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.		
Signature (applicant):	Date:	
Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made.		
If you have completed this form on behalf of the applicant, please add your details:		
Name (printed):	Contact Number:	

Thank you for taking the time and effort to complete this application form.

Please return the form to:

Carn Brea Parish Council
Treloweth Community Hall
Moorfield Road
Pool, Redruth
Cornwall
TR15 3QB

clerk@carnbreaparishcouncil.gov.uk

For internal use only:		
☐ Invited to interview	☐ Not selected for interview	☐ Not selected after interview
☐ References taken up	☐ Satisfactory references	☐ Written acceptance received
☐ Verbal offer: accepted	☐ Written Offer Made	
☐ Verbal offer: refused		

Recruitment Privacy Notice

Carn Brea Parish Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your employment with us.

Information Held About you

As part of the recruitment process it is necessary for us to collect and hold personal information about you. This information will include:

- Your name, address, home and mobile telephone numbers, email address and other relevant contact information;
- Previous employment details including qualifications, experience, employment history and interests;
- Information regarding any criminal record you may have;
- Details of at least two referees.

We may collect the following additional information after the shortlisting stage and before making a final decision to recruit:

- Information regarding your academic and professional qualifications;
- Information to enable us to verify your right to work and suitability for the position;
- A copy of your driving licence.
- A copy of completed test

We may collect the following additional information after offer of employment.

- Two references from contacts stated in application.

Who is processing my data?

All personal data held, is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Carn Brea Parish Council.

How will we use the Information we hold about you?

We will collect information about you (where applicable) to:

- Complete the shortlisting and interview process
- Take steps to enter into a contract of employment;
- Comply with our legal obligations (salary payments, HMRC, pensions);
- Ensure that the information we hold about you is kept up to date;
- Deal with any Employee/Employer related disputed that may arise;
- Provide human resources support.

What is the legal basis for us to process your data?

The legal basis for processing the data is:

- Carrying out of a contract to which you are a party;
- Our legal obligation under employment legislation;
- The performance of a task carried out in the public interest; and
- For the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

Who we will share your information with

We may share your information with partner organisations, including:

- SAGE Payroll;
- Our Employees, agents and professional advisors;
- With other third-party contractors who provide services to us;
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order for example HMRC or the Police.
- Councillors on a need-to-know basis.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need-to-know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

How Long do we Keep your Records?

We will only keep your information for the minimum period necessary. If you are unsuccessful, we will keep your information for 3 months. If you are employed your information will be kept for six years after termination of employment. All information will be held securely and destroyed under confidential conditions.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to Carn Brea Parish Council, Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Providing Accurate Information

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update your records.

Further information

If you have any questions or concerns about how your information is used, please contact The Clerk, Carn Brea Parish Council, Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB in the first instance.

clerk@carnbreaparishcouncil.gov.uk

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>