****

**APPLICATION FORM**

|  |  |
| --- | --- |
| **Job Title** |  |
| **Return Form To** | **SAMANTHA ROBERTS**  **CLERK & FINANCE OFFICER,**  **TOWN HALL, EARL ROAD, MOLD, CH7 1AB** |

**Your Personal Details**

|  |  |
| --- | --- |
| **Your Surname** |  |
| **Your Forename(s)** |  |
| **Your Address** |  |
| **Your Postcode** |  |
| **Your Home Number** |  |
| **Your Mobile Number** |  |

**Your Employment History**

Please give details of your last 4 jobs, beginning with your present or most recent. You should detail work experience, part-time and temporary positions.

Employer 1

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Job Title** |  |
| **Duties and Responsibilities** |  |
| **Hours of Work** |  |
| **Wage/Salary** |  |
| **Reason for Leaving** |  |
| **If present employer, the number of weeks’/months’ notice required** |  |

**Employer 2**

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Job Title** |  |
| **Duties and Responsibilities** |  |
| **Hours of Work** |  |
| **Wage/Salary** |  |
| **Reason for Leaving** |  |

**Employer 3**

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Job Title** |  |
| **Duties and Responsibilities** |  |
| **Hours of Work** |  |
| **Wage/Salary** |  |
| **Reason for Leaving** |  |

**Employer 4**

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Job Title** |  |
| **Duties and Responsibilities** |  |
| **Hours of Work** |  |
| **Wage/Salary** |  |
| **Reason for Leaving** |  |

**Your Education and Training**

Please give details of relevant qualifications and/or details of any relevant training/courses that you have attended.

N.B. We verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks regarding your qualifications being carried out.

Secondary Education

|  |  |
| --- | --- |
| **Name and Address of Secondary School** |  |
| **Dates Attended** |  |
| **Qualifications/Grades** |  |

Further/Higher Education

|  |  |
| --- | --- |
| **Name and Address** |  |
| **Dates Attended** |  |
| **Qualifications/Grades** |  |

|  |  |
| --- | --- |
| **Name and Address** |  |
| **Dates Attended** |  |
| **Qualifications/Grades** |  |

|  |  |
| --- | --- |
| **Other Relevant Professional Qualifications or Skills** |  |

**Professional Bodies**

|  |  |
| --- | --- |
| **Are you a member of any professional bodies?** | **Yes / No**  **If yes please provide details?** |

**Driving Licences**

|  |  |
| --- | --- |
| **Do you have a full driving licence?** | **Yes / No** |
| **Do you have any current endorsements on your licence?** | **Yes / No**  **If yes, please provide details.** |

**Convictions**

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence?** | **Yes / No**  **If yes, please give details of any convictions including unspent convictions.** |

**Other Information**

Please provide us with any other information which you feel is relevant to your application

|  |
| --- |
|  |

**Referees**

Please give the details of two referees (one should be your current or most recent employer):

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
| **Occupation:** | **Occupation:** |
| **Time known:** | **Time known:** |

**Data Protection**

Mold Town Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your recruitment and possible future employment with us. Please see the attached privacy notice for further information.

I hereby give my consent to Mold Town Council processing the data supplied in this application form for the purpose of recruitment and selection.

Applicant’s signature:

Date:

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct. I accept that any false, incomplete or misleading statements may lead to my dismissal.

Applicant’s signature:

Date:

**MOLD TOWN COUNCIL**

**Recruitment Privacy Notice**

Mold Town Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your recruitment and possible future 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;
* Equal Opportunity information including race, ethnic origin, gender, date of birth and disabilities;
* 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.

**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 Mold Town Council

**How will we use the Information we hold about you?**

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

* 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:

* The Pension Provider – Clwyd Pension Fund
* 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.

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 six 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 the Town Clerk, Town Hall, Earl Road, Mold, Flintshire CH7 1AB.

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 Town Hall, Earl Road, Mold, Flintshire CH7 1AB in the first instance.

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/](https://ico.org.uk/%20)