****

**COUNCIL OF THE ISLES OF SCILLY**

Town Hall, St Mary’s, Isles of Scilly, TR21 0LW
0300 1234 105

**GENERAL APPLICATION FORM** humanresources@scilly.gov.uk

Please complete all sections of the application form; this can be typed or handwritten. In line with the recruitment process the 1st page will be detached when being sent forward for short listing.

|  |
| --- |
| **PERSONAL DETAILS** |
| SURNAME  |        |
| FORENAMES |       |
| ADDRESS |       |
|       | POST CODE |       |
| E-MAIL  |       | NATIONAL INS NO |       |
| TEL NO |       | MOBILE NO |       |

|  |
| --- |
| **PRESENT OR MOST RECENT EMPLOYMENT** |
| EMPLOYERS NAME |       |
| ADDRESS |       |
| POSTCODE |       | TELEPHONE NO |       |
| POSITION HELD |       | DATE APPOINTED |       |
| NOTICE PERIOD |       | SALARY |       |
| REASON FOR LEAVING(if applicable) |       | DATE LEFT(if applicable) |       |

|  |
| --- |
| **REFERENCES** One referee should be your present or most recent employer. References will be taken up once a job offer has been made to you. |
| EMPLOYERJOB TITLE:                RELATIONSHIP:           | PERSONALRELATIONSHIP:           |
| NAME |       | NAME |       |
| ADDRESS |            | ADDRESS |            |
| POSTCODE |       | POSTCODE |       |
| TEL NOEMAIL |       | TEL NOEMAIL |       |

|  |
| --- |
| FOR OFFICE USE ONLY: |
| Candidate: A B C D E F G H I J K |

****
**COUNCIL OF THE ISLES OF SCILLY**

Town Hall, St Mary’s, Isles of Scilly, TR21 0LW
0300 1234 105
humanresources@scilly.gov.uk

|  |
| --- |
| FOR OFFICE USE ONLY: |
| Candidate: A B C D E F G H I J K |

The Council of the Isles of Scilly is committed to equality of opportunity in employment. We positively welcome your application irrespective of your gender, disability, race, colour, ethnic or national origin, nationality, sexuality, marital status, and age, religious or Political beliefs.

|  |
| --- |
| **POST APPLIED FOR:****POST NO:****DEPARTMENT:****GRADE:** |

|  |  |
| --- | --- |
| **PREVIOUS EDUCATION:**SECONDARY/COLLEGE/UNIVERSITY | QUALIFICATION GAINED WITH GRADE |
|       |       |

|  |
| --- |
| **MEMBERSHIP OF PROFESSIONAL INSTITUTES** |
| ORGANISATION | LEVEL OF MEMBERSHIP | BY EXAMINATIONYES/NO | DATE AWARDED |
|       |       |       |       |

|  |
| --- |
| **MOST RECENT EMPLOYMENT** |
| JOB TITLE:            |

|  |
| --- |
| **PREVIOUS EMPLOYMENT (most recent employer first)** |
| EMPLOYERS NAME AND ADDRESS | POSITION HELD | FROM-TO | SALARY | REASON FOR LEAVING |
|       |       |       |       |       |

|  |
| --- |
| **ATTENDANCE AT TRAINING COURSES RELEVANT TO YOUR EMPLOYMENT** |
| ORGANISING BODY | COURSE TITLE | DURATION | DATE |
|       |       |       |       |

|  |
| --- |
| **SUPPORTING STATEMENT** Please show how your experience and qualifications are relevant to the post and how you would contribute to the post. Considerable importance will be attached to what you say in this submission. Please ensure that you seek to demonstrate how your skills, knowledge and experience match the requirements of the role profile for this post. |
|       |

|  |
| --- |
| **REASONS FOR APPLYING FOR THIS POST** |
|       |

|  |
| --- |
| **HOBBIES/OTHER INTERESTS** |
|       |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| a. Under the Working Time Regulations 1998 the Council must monitor the hours worked by its' employees. | Please confirm whether this will be your only employment. YES [ ]      NO [ ]       |
| b. Do you hold a current UK driving license? | YES[ ]  NO[ ]    |

|  |  |
| --- | --- |
| DO YOU CONSIDER YOURSELF TO BE DISABLED? | YES[ ]   NO[ ]    |
| IF YES, DO YOU HAVE ANY SPECIFIC REQUIREMENTS WHICH WILL HELP WITH AN INTERVIEW? (eg. Ground floor venue, sign language etc) | YES[ ]   NO[ ]    |
| IF YES, PLEASE SPECIFY: |       |
| ARE YOU RELATED TO ANY MEMBER OR OFFICER OF THE COUNCIL? | YES[ ]   NO[ ]    |
| IF YES, PLEASE STATE NAME AND RELATIONSHIP |       |
| WHERE DID YOU SEE THIS POST ADVERTISED? |       |

 **CANVASSING IN ANY FORM WILL DISQUALIFY**

Please note that you will be required to provide original documentation to verify statements made in this application and also indicate if you require a work permit to work in the UK.

By signing and returning this application form, you consent to the Council of the Isles of Scilly using and keeping information about you provided by you or by third parties, such as referees, relating to your application or future employment. Such information may include details relating to your health and/or criminal record. Successful applicants’ details will be kept on file for employment + 6 years. Unsuccessful applicant details will be held for 6 months and then disposed of.

**DATA PROTECTION**

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them, or have this data rectified or erased. You also have the right to request we do not process this data however, if you exercise this right we will be unable to process this application.

The organisation treats personal data collected during the recruitment process in accordance with its [data protection policy](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy-compliant-with-the-gdpr-/162690/). Information about how your data is used and the basis for processing your data is provided in the organisation's [job applicant privacy notice](https://www.xperthr.co.uk/policies-and-documents/job-applicant-privacy-notice-compliant-with-the-gdpr-/162692/).

If you wish to exercise any rights relating to your data you should contact the email address, as below, or the Data Protection Officer, dpo@cornwall.gov.uk

**Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE** |  | **DATE** |       |

 **PLEASE EMAIL THIS COMPLETED APPLICATION FORM AND THE ENCLOSED EQUAL OPPORTUNITIES MONITORING FORM TO****humanresources@scilly.gov.uk** **or alternatively please deliver to the HR Department, The Library, Porthcressa, St Mary’s, Isles Of Scilly, TR21 0LW.**

If you require this document in an alternative language, in larger text, Braille, easy read or in an audio format, please email diversity@scilly.gov.uk
Or telephone 01720 424524