



Supporting Our Community

CONFIDENTIAL

Application for the post of Maintenance Assistant

1. PERSONAL DETAILS

Surname _____ First Names _____

Home Address _____

Telephone No. (Home) _____ (Work) _____

Do you require a work permit to work in the UK? YES/NO

2. REFERENCES

Two references are required. One must be from your current or most recent employer, and neither should be from someone related to you.

Current or most recent employer	Other
Name:	Name:
Position:	Position:
Address:	Address:
Email:	Email:
Phone No:	Phone No:

3. HEALTH

Do you require any reasonable adjustments for the interview and selection process? YES NO (please circle as appropriate)
If YES , please give details for any requirements i.e. level access required

4. CRIMINAL CONVICTIONS

Have you any unspent criminal convictions as defined by the Rehabilitation of Offenders Act 1974? YES NO (please circle as appropriate)
If YES you will be required to provide further details in the event of your being successful at interview.
Godalming Town Councils Recruitment of Ex-Offenders Policy is published on its website , hard copies can be requested by emailing townclerk@godalming-tc.gov.uk or writing to the address shown at the end of this form.

5. EDUCATION AND TRAINING

Please start with the most recent and work backwards. Continue on a separate sheet if necessary.

From	To	School, College, University etc	FT/PT	Courses studied and qualifications obtained	Date

6. PROFESSIONAL OR JOB QUALIFICATIONS (Evidence will be required)

Qualifications or membership of professional or technical bodies (please indicate whether by examination or election)
Other training relevant to application.

7. PREVIOUS EMPLOYMENT

Start with your current job and work back. Continue on a separate sheet if necessary.

From	To	Employer	Position	Reason for leaving

8. EXPERIENCE, ABILITIES AND RESPONSIBILITIES

You are invited to show how you match the criteria set out in the job description and personal specification, by referring to your past or present employment or non-work experience in support of your application. **The information provided in this section is likely to be very important in deciding the short list of candidates to be interviewed** - non completion will usually result in you not being called for interview. If you require more space, attach a sheet to this form.

DECLARATION

I declare that the information given is true and understand that the canvassing of Councillors or staff directly or indirectly will invalidate this application.

Print Name _____

Signed _____ Date _____

DATA PROTECTION

The Data Protection Act 2018 (“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. 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.

To view our privacy policy and for further information on how the Council manages data please visit the [Godalming Town Council website](#).

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed _____ Date _____

Godalming Town Council is an equal opportunities employer whose policy ensures that no job applicant or employee receives less favourable treatment (unless it is an absolute occupational disqualification) or is disadvantaged by conditions or requirement which cannot be seen to be justifiable.

Return completed application form to Sam Watts, Godalming Town Council, 107-109 High Street, Godalming, Surrey, GU7 1AQ or by e-mail to operations@godalming-tc.gov.uk