



Lymington &  
Pennington  
Town Council

[www.LymingtonandPennington-tc.gov.uk](http://www.LymingtonandPennington-tc.gov.uk)  
t: 02380 285893 e: [info@lymandpentc.org.uk](mailto:info@lymandpentc.org.uk)

**PRIVATE & CONFIDENTIAL**

<b>POSITION:</b>	
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**PERSONAL DETAILS**

<b>SURNAME:</b>		<b>MR / MRS / MISS / MS</b>
<b>FIRST NAME:</b>		<b>N.I. NUMBER:</b>
<b>ADDRESS:</b>		<b>MOBILE NO.:</b>
		<b>HOME NO.:</b>
		<b>EMAIL:</b>

<b>WHEN ARE YOU AVAILABLE FOR EMPLOYMENT?</b>	
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### CURRENT OR LAST EMPLOYER

<b>DATE STARTED:</b>		<b>DATE FINISHED:</b>	
<b>EMPLOYER'S NAME:</b>			
<b>POSITION HELD:</b>		<b>SALARY:</b>	
<b>EMPLOYER ADDRESS:</b>			
<b>REASON FOR LEAVING:</b>			
<b>SUMMARY OF DUTIES:</b>			

### EMPLOYMENT HISTORY

Please list your employment over the last ten years, detailing the most recent first.  
Please use a continuation sheet if necessary.

<b>DATE STARTED:</b>		<b>DATE FINISHED:</b>	
<b>EMPLOYER'S NAME:</b>			
<b>POSITION HELD:</b>		<b>SALARY:</b>	
<b>EMPLOYER ADDRESS:</b>			
<b>REASON FOR LEAVING:</b>			
<b>SUMMARY OF DUTIES:</b>			

**EMPLOYMENT HISTORY (continued)**

<b>DATE STARTED:</b>		<b>DATE FINISHED:</b>	
<b>EMPLOYER'S NAME:</b>			
<b>POSITION HELD:</b>		<b>SALARY:</b>	
<b>EMPLOYER ADDRESS:</b>			
<b>REASON FOR LEAVING:</b>			
<b>SUMMARY OF DUTIES:</b>			

**EDUCATION**

*Please Note – evidence of qualifications will be required*

<b>DATES</b>	<b>SCHOOL, COLLEGE, UNIVERSITY</b>	<b>EXAMINATIONS, SUBJECT &amp; GRADES</b>

**JOB RELATED TRAINING / PROFESSIONAL QUALIFICATIONS**

*Please Note – evidence of qualifications will be required*

DATES	AWARDING BODY / INSTITUTE	QUALIFICATIONS

**SUPPORTING STATEMENT**

Please describe why you are applying for this position and what you could bring to the role in view of your experience, skills and abilities *(continue on a separate sheet if necessary)*

## DISCLOSURE OF CRIMINAL CONVICTIONS

To apply for a position with Lymington & Pennington Town Council, you are required to disclose any unspent criminal convictions you have in line with the Rehabilitation of Offenders Act 1974.

Please tick one box.

I have no unspent criminal convictions

I have attached details of unspent criminal convictions in a sealed envelope

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## REFERENCES

Please provide details of two people who can provide information to confirm your suitability for this position. Where appropriate, one referee should be your current or most recent employer.

*Please note: Lymington & Pennington Town Council reserves the right to contact any previous employer for a reference in addition to the two below.*

<b>NAME:</b>		<b>NAME:</b>	
<b>OCCUPATION:</b>		<b>OCCUPATION:</b>	
<b>RELATIONSHIP TO YOU:</b>		<b>RELATIONSHIP TO YOU:</b>	
<b>EMAIL:</b>		<b>EMAIL:</b>	
<b>MOBILE:</b>		<b>MOBILE:</b>	
<b>Contact before Interview?</b>		<b>Contact before Interview?</b>	

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## DISABILITY DISCRIMINATION ACT 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability we will make adjustments to the working environment provided it is reasonable to do so.

Do you have a disability that you wish us to be informed of at this stage?

YES  NO

## ASYLUM & IMMIGRATION ACT 1996

Under the Asylum & Immigration Act 1996, we can offer you employment only if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the United Kingdom and are you able to provide supporting documentation?

YES  NO

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## FURTHER INFORMATION & DECLARATION

### **Canvassing**

All forms of canvassing will automatically disqualify candidates from employment (for example, you must not request a Councillor, Officer or Council staff to use their position and or influence to aid your application.

Are you related to a Councillor, Officer or Council staff member?

YES  NO

If yes, please advise their Name ..... and Relationship to you .....

### **Mobility**

If the position you are applying for involves driving duties / the ability to travel to different locations (the Job Description will advise if this is a requirement), are you able to fulfil these duties?

YES  NO

### **Declaration**

I certify that the information provided on this form is factually correct to the best of my knowledge. I understand that information from this form may be computerised for personnel/employee administration/equal opportunities monitoring purposes in accordance with the Data Protection Act 1988.

In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable, I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989. (WARNING: Any person appointed to the authority having provided false information will be liable to dismissal without notice).

Signed: .....

Dated: .....