



Job Application Short Form (Basic DBS Roles) CONFIDENTIAL

Please email hr@falmouthtowncouncil.com if you have any questions on how to complete this form or if you require it in a different format or language. If you are using a Mac or iPad please make sure you [export your document to Word or pdf format](#) before sending to us. Please fill in **all sections** of the form using black type. The information you provide will help us make a fair decision in the selection process. We are an equal opportunities employer.

About the role

| | | | |
|-------------------|---------------------------|---------|----|
| Role applied for: | Bar & Café Supervisor P/T | Ref no: | PP |
|-------------------|---------------------------|---------|----|

About you. Please attach your CV to your application.

| | |
|----------------|--|
| Name: | |
| Mobile: | |
| Contact email: | |

Your supporting statement

This is an important part of your application and will be used to decide if you meet the job criteria and should be shortlisted for interview. Please refer to the job description & person specification and respond to the following questions in no more than one side of A4.

What relevant skills and experience can you bring to the role?



Interview requirements

We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know:

Declaration of criminal convictions

Have you ever been convicted of any criminal offence, which is not treated as spent under the Rehabilitation of Offenders Act 1974 or do you have any charges pending?

Yes/No

If yes, please provide details:

I accept that if any of the information is found to be false or misleading, I will be disqualified from appointment.

Signature:

Date:

Disclosure of interest

Have you ever received a redundancy payment or pension from a local authority?

Yes/No

If yes, please give details including month and year:

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)?

Yes/No

If yes, please provide details:

The role information will say if this post requires travel and if you need access to transport and/or a full current UK driving licence.

If needed, do you have access to transport?

Yes/No

If needed, do you have a full current UK driving licence?

Yes/No

The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?

Yes/No

If no, please provide details of your other role(s) and the days and hours you work:

Canvassing of our Councillors and employees (asking them to help you get this role), directly or indirectly, will disqualify your application. Also, if you fail to declare any relationship with a Councillor or employee of Falmouth Town Council your application may be disqualified and, if appointed, you may be dismissed without notice.

Are you related to, or have you formed any relationship (personal, financial or professional) with any current Councillor or employee of Falmouth Town Council?

Yes/No

If yes, please give details:

Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role?

Yes/No

If yes, please give details:

Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?

Yes/No

If yes, please give details:

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Please state where you saw this job advertised:

How we protect your personal information

All information and documentation requested as part of the recruitment and selection process will be processed in accordance with the General Data Protection Regulations and will not be sold to any third party. We keep on file information from your CV/application form, equal opportunities form and any documents you attach. This is required for recruitment and equal opportunities monitoring purposes, the payment of staff and the prevention and detection of fraud. Unsuccessful CVs/application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes. Successful CVs/application forms will be added to the new employee's employee file and kept in accordance with retention guidelines.

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 I am appointed, I am liable to dismissal without notice if the information on this form is later proved to be inaccurate.

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 your **completed application form and CV** to: hr@falmouthtowncouncil.com by the advertised closing date.