



Community Centre .Bullenshaw Road .Hemsworth .Pontefract .West Yorkshire .WF9 4NE
 Tel: (01977) 617617 Fax: (01977) 610494 Email: clerk@hemsworthcouncil.co.uk Web: www.hemsworthcouncil.co.uk
 Town Clerk: Mrs. Tina A. Pattison MMS, MILCM

CONFIDENTIAL
EQUALITY OF OPPORTUNITY IN EMPLOYMENT QUESTIONNAIRE

Post Applied For: _____

PERSONAL DETAILS (Where there are options please circle one answer.)

Surname: _____ Forenames: _____

Title: Mr Mrs Miss Ms Other _____ Date of Birth: ____/____/____

Gender: Male _____ Female _____ Marital Status: Single _____ Married _____ Divorced _____

Address: _____

Postcode: _____ Tel. No: _____

ETHNIC ORIGIN (Please tick or specify.)

White	British	<input type="checkbox"/>	Black or Black British	Caribbean	<input type="checkbox"/>
	Irish	<input type="checkbox"/>		African	<input type="checkbox"/>
	Other:	<input type="checkbox"/>		Other:	<input type="checkbox"/>
Asian or Asian British	Indian	<input type="checkbox"/>	Mixed	White & Black Caribbean	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>		White & Black African	<input type="checkbox"/>
	Bangladeshi	<input type="checkbox"/>		White & Asian	<input type="checkbox"/>
	Other:	<input type="checkbox"/>		Other:	<input type="checkbox"/>
Chinese or other ethnic group	Chinese	<input type="checkbox"/>			
	Other:	<input type="checkbox"/>			

DISABILITIES

The Disability Discrimination Act 1995 defines disability as “a physical or mental impairment which has a substantial and long-term (expected to last at least 12 months) adverse affect on a person’s ability to carry out normal day-to-day activities”.

Do you consider yourself disabled? Yes No

If Yes, please describe your type of disability or condition if you are happy to do so.

WORK PERMIT	
Do you need a work permit to work in the UK?	Yes <input type="checkbox"/> <input type="checkbox"/>

DECLARATIONS	
Are you related to any Councillor or employee of Hemsworth Town Council?	Yes <input type="checkbox"/> <input type="checkbox"/>
If Yes please give details _____	
Candidates will be disqualified for canvassing any Council member or employee of Hemsworth Town Council or failing to disclose a relationship to any Councillor or Town Council employee.	
Please give details of any convictions you have for criminal offences. (N.B. Some convictions become 'spent' after a specified period of time and need not be declared – Rehabilitation of Offences Act 1974.)	

In addition, for jobs with access to children, Hemsworth Town Council will check the successful applicant's details with the Police and apply for a certificate of disclosure from the Criminal Records Bureau to confirm your suitability for the position applied for.	
In signing this form I declare that the information I have supplied is true and hereby give authority for Hemsworth Town Council to apply for a certificate of disclosure. I understand that falsifying or omitting relevant information will lead to disciplinary action if I am appointed.	
Signature: _____	Date: ____/____/____



Community Centre .Bullenshaw Road .Hemsworth .Pontefract .West Yorkshire .WF9 4NE
 Tel: (01977) 617617 Fax: (01977) 610494 Email: clerk@hemsworthcouncil.co.uk Web: www.hemsworthcouncil.co.uk
 Town Clerk: Mrs. Tina A. Pattison MMS, MILCM

APPLICATION FOR EMPLOYMENT

Post Applied For:

PRESENT/MOST RECENT EMPLOYMENT

Name of employer: _____

Address: _____

Postcode: _____ Tel. No: _____

Position held: _____ Salary: _____

Period employed From: _____ To: _____

Notice required: _____

Details of duties and responsibilities: _____

PREVIOUS EMPLOYMENT (Please start with the most recent)				
Name of employer	Position held	Period employed		Reason for leaving
		From	To	

FURTHER & HIGHER EDUCATION				
Name of institution	Period attended		Course	Grade
	From	To		

SECONDARY EDUCATION				
Name of school/college	Period attended		Course	Grade
	From	To		

RELEVANT TRAINING/NON QUALIFICATION COURSES		
Course name	Organising body	Date

Visit Hemsworth Water Park, Playworld and Lakeside Café for a great value for money family day out

PROFESSIONAL MEMBERSHIP		
Organisation	Membership status	Date awarded

SUPPORTING INFORMATION
<p>Please explain why you think you are suitable for the post you are applying for and state what relevant experience, skills and personal qualities you have gained through work (paid and voluntary), home life and leisure activities. Please add no more than two pages.</p>

DRIVING LICENCE DETAILS

Do you hold a current driving licence?

Yes

No

(Please note that if you are successful in obtaining the post applied for and the position involves you to drive as part of your duties, you will be required to produce your driving licence for photocopying at the Town Council's administration office.)

REFERENCES

Please give the name of two referees one of which should be your present or most recent employer. If you have not previously been employed please give the name of a responsible person who knows you well but is not a relative. Referees will only be contacted if you are selected for an interview.

Name: _____ Tel. No: _____

Address: _____

_____ Postcode: _____

Name: _____ Tel. No: _____

Address: _____

_____ Postcode: _____





Community Centre .Bullenshaw Road .Hemsworth .Pontefract .West Yorkshire .WF9 4NE
Tel: (01977) 617617 Fax: (01977) 610494 Email: clerk@hemsworthcouncil.co.uk Web: www.hemsworthcouncil.co.uk
Town Clerk: Mrs. Tina A. Pattison MMS, MILCM

Employee Privacy Notice

When you apply for a vacancy with the Council and have sent us your application and CV

The information you provide (personal information such as name, address, email address, phone number, P45, Tax Code, CV, Contract, Appraisals and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your employment with the Council. Your personal information will not be shared with any third party outside of the administration staff manager.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (c) (Data Protection Act 2018)

Processing is with consent of the data subject

And

Processing is necessary for compliance with a legal obligation

Information Security

Hemsworth Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and it will be kept during the whole period of your employment and for a statutory period of six years after. After which it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Jayne Cole Chief Executive Officer Local Council Public Advisory Service: tel 01284 766885, email: ceo@lcpas.co.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Clerk@hemsworthcouncil.co.uk

Visit Hemsworth Water Park, Playworld and Lakeside Café for a great value for money family day out

Information Deletion

If you wish Hemsworth Town Council to delete the information about you, please contact: clerk@hemsworthcouncil.co.uk.

Please note: The Council has a legal obligation to retain information relating to their employees

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object please contact our Data Information Officer: Jayne Cole Chief Executive Officer Local Council Public Advisory Service: tel 01284 766885, email: ceo@lcpas.co.uk

Rights Related to Automated Decision Making and Profiling

Hemsworth Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to our Data Information Officer: Jayne Cole Chief Executive Officer Local Council Public Advisory Service: tel: 01284 766885, email: ceo@lcpas.co.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

