

CONFIDENTIAL

Number	Rt./Notd.
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GUILD F O R D
B O R O U G H

APPLICATION FOR THE POST OF _____ POST NO _____
(Please complete in black ink to facilitate copying)

PERSONAL DETAILS

Mr/Mrs/Miss/Ms - *Delete as appropriate*

Surname _____ Forenames _____

Address _____

Telephone Number: Home _____ Business _____ Extn. _____

Age _____ Date of Birth _____

Please indicate if you are applying under the Disability Two-Tick scheme?
(see Information for Candidates) Yes No

Do you hold a current driving licence? Yes No

Do you have the use of a car during working hours? Yes No

Are you related to any Councillor or Senior Officer of Guildford Borough Council? Yes No

If yes, please give details: _____

Have you ever been convicted of a criminal offence?
(excluding motoring offences) Yes No

(There is no obligation to declare convictions which are 'spent' under the terms of the Rehabilitation of Offenders Act 1974)

If yes, please give details: _____

EDUCATION AND TRAINING

Please give details of secondary and further education in chronological order. State under 'Type of Training' if full time, day release, sandwich, evening, correspondence etc.

Dates		Name of School, College, University etc.	Type of Training	Qualifications obtained with grades or class	Date qualification obtained
From	To				

Membership of Professional Bodies	Registration/ Membership Number	Grade of membership	Date of entry into membership

Please give details of other qualifications, abilities, interests and hobbies (incl. First Aid, languages)

EMPLOYMENT HISTORY

Please list in chronological order all the organisations for which you have worked, both full and part-time. School and college leavers should list any Saturday, vacation or work experience employment they have undertaken. Please give an explanation for any significant breaks between employment.

Dates		Name and address of PRESENT OR LAST employer	Designation and salary of post	Reason for leaving
From	To			

How much notice need you give to terminate your present employment? _____

Dates		Names and addresses of PREVIOUS employers	Designation of post	Reason for leaving
From	To			

Please give below such details of your employment experience and additional information you think relevant to support your application. Please indicate your reasons for applying, continue on a separate sheet if necessary.

Please indicate where you saw our advertisement _____

REFERENCES

Please give the names of two referees (not relatives or friends) one being your present, or if unemployed, your most recent employer (for college leavers: Professors or Tutors; for school leavers: Head Teacher). It is normal practice to take up both references when short listing candidates prior to interview. If you do not wish your referees to be contacted before interview please mark the box by their name with a cross (x). For posts that are deemed to be 'sensitive' by Guildford Borough Council your referees may be contacted by telephone to confirm the accuracy and genuine nature of the reference.

1. <input type="checkbox"/>	2. <input type="checkbox"/>
Occupation:	Occupation:

I declare that the information given on this form is correct to the best of my knowledge and belief, and I understand that any false statements on this form will justify my dismissal from the Council's service. I have not canvassed Members or Officers of Guildford Borough Council and will not do so.

Signature: _____ Date: _____

Thank you for completing this application.

Please return it to: **The Borough Personnel Officer, Guildford Borough Council,
Millmead House, Millmead, Guildford, Surrey GU2 4BB.**