

REFEREES

Please name two referees who may be approached for an assessment of your suitability for this position.

Name	Name
Organisation:	Organisation:
Address (including postcode)	Address (including postcode)
Telephone number	Telephone number
Occupation or Relationship to you (as appropriate)	Occupation or Relationship to you (as appropriate)

MISCELLANEOUS QUALIFIERS FOR THE POSITION

Do you or have you previously had a contractual relationship with the Council (eg as a supplier or a developer) or are you currently negotiating a contract?

YES NO

If YES, please enclose details with your application

Under the criteria set by this authority, you must

- 1) not be an elected member of any local authority, or be disqualified from becoming an elected member of any local authority
- 2) not be an officer, or relative or close friend of an officer, of the City Council. Neither should you be a relative or close friend of any current elected member of the City Council.
- 3) not have a strong association with any political party.

Please tick here to confirm that you comply with these requirements.

The canvassing of councillors or officers in relation to this appointment will disqualify you.

DISCLOSURE OF CRIMINAL CONVICTIONS

Under the Rehabilitation Act 1974, ex-offenders do not have to disclose their criminal convictions when applying for most - but not all - jobs if their convictions have become spent.

Jobs where criminal convictions have to be disclosed are called 'exempt posts'; for exempted posts convictions are never spent and must be disclosed.

It takes between 6 Months and 10 Years for a conviction to be spent. Custodial sentences of more than 2½ years can never become 'spent'.

DO YOU HAVE ANY CRIMINAL CONVICTIONS, CAUTIONS OR BIND OVERS: YES NO

If you have answered YES, please enclose details separately with your application form and marked Private & Confidential.

DECLARATION

I declare that all the above information is correct. If I am successful in obtaining this position and the information is later discovered to be incorrect I understand that the appointment can be terminated by the Council.

Signature..... Date.....

If you do not sign, you will not be considered in the shortlisting process.



Application Form

POST APPLIED FOR:

INDEPENDENT PANEL (MEMBERS' ALLOWANCES)

SURNAME:

INITIALS:

ADDRESS:

TELEPHONE:

HOME:

WORK:

EDUCATION AND PROFESSIONAL QUALIFICATIONS

PRESENT (OR MOST RECENT) EMPLOYMENT/VOLUNTARY WORK

Employer:

Address

Business

Date started Date finished *(if applicable)*

Post held

Please give a brief description of your duties/responsibilities

PREVIOUS EMPLOYMENT/VOLUNTARY WORK

This section should be used to tell us about your previous experience from employment, voluntary or unpaid activities.

Employer's name and address	Position	Dates From To	Brief detail of duties
<i>Most recent first - please use continuation sheet if required.</i>			

SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE

- This section is the most vital part of the form. We need you to give us specific information in support of your application in order for us to shortlist in a fair and unbiased way.

■ You are advised to give practical examples by some reference to your academic, professional, voluntary or personal life. Read the background information provided and provide relevant information here.
- Experience is not just gained through full-time work. Experience can also be gained through voluntary work, part-time work, college or school based projects, job clubs or home life.

■ This part of the form can be completed by word processor, typewriter or by hand. This can be done on separate sheets. If you use any continuation sheets please make sure you mark each section clearly.

Please insert information here: