

# Heighington Parish Council

## APPLICATION FOR EMPLOYMENT

Position applied for:			
Full name:			
National Insurance No:			
Phone No 1:		Phone No 2:	
Email:			
Address:			

### IMPORTANT

Under sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006, all applicants must provide Employers with evidence of their right to work in the UK. (See acceptable list at the end). Successful candidates will be asked to provide such information upon the offer of employment.

Additionally, prospective employees will be asked to complete a medical questionnaire.

Name and address of present employer:					
Present salary/wage		Employed from/to		Job title	
Current duties:					
For reference purposes, please supply the names and addresses, and role/position of two people. We would prefer your referees to be your most recent employers. (References will only be obtained and their authenticity checked if you are offered the role).					
1:					
2:					

Past employment (continue overleaf if necessary):			
	Employers name and address	Job title	Salary/wage
1.			
2.			
3.			
4.			

Please provide details of any educational learning, training (internal or externally) which you have achieved (continue overleaf if necessary):	
Grade	Subject

Please detail below any additional information which may support your application:

Do you have a disability you wish us to know about at this stage? Yes / No

If yes, to assist us in making the interview arrangements please note below if you believe there are any reasonable adjustments we should be making.

Please give details of any unspent criminal convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the council to ask questions about your entire criminal record we will only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining employment with the council.

Do you hold a full current driving licence? Yes / No
Are you a car owner or do you have access to a car you can use for work? Yes / No (Please note that business insurance cover will be required).
Do you have any unspent driving convictions? Yes / No

<b>Data protection consent</b>
I understand that the information given in this form will be processed only by the council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the council for so long as it is required in connection with the application.
Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see council's Data Privacy Notice on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.
Yes / No

**Declaration**

I hereby declare that the information given is full and true to the best of my knowledge. I understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading, this will be sufficient grounds for disqualification from employment or dismissal from any employment gained.

Signed:

Date:

Please print name:

## Acceptable documents for manual right to work checks (from 1 July 2021)

To evidence right to work in the UK, we require either a document from the list below or access to check your Home Office immigration status online at: <https://www.gov.uk/view-right-to-work>. To check an immigration status via the online service, we will require a share code and date of birth.

### List A – acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of permission to enter or permission to stay**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

**List B Group 2 – documents where a time-limited statutory excuse lasts for six months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, **together with** Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EA to the Isle of Man Immigration Rules **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with** a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.