**Northleach with Eastington Town Council**

A close up of a logo

Description automatically generated

**Application for the post of: TOWN CLERK AND RESPONSIBLE FINANCE OFFICER**

Please complete this form accurately and thoroughly to give yourself the best chance of being offered an interview.

Completed applications should be emailed to the Chairman of the Council at: [rob.northleach.gov.uk@gmail.com](mailto:rob.northleach.gov.uk@gmail.com):

Northleach with Eastington Town Council

Westwoods Centre, Bassett Road

Northleach

Gloucestershire GL54 3QJ

### APPLICANT DETAILS

Surname/Family Name (*block letters)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Title Mr / Mrs / Miss / Ms / Other (e.g. Dr)

First Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (*if this is a temporary address,*

*please give your usual address)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number (home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number (work) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a full driving licence? Yes  No 

Do you own a car? Yes  No 

### EDUCATION

#### Secondary Education

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| --- | --- | --- | --- |
| **Qualification** | **Subject** | **Date** | **Grade** |
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1. **Further and Higher Education**

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| **Qualification** | **Subject** | **Date** | **Grade** |
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1. **Technical or Professional Membership/Qualification/Trainng**

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| --- | --- | --- | --- |
| **Qualification** | **Subject** | **Date** | **Grade** |
|  |  |  |  |
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### EMPLOYMENT HISTORY – Present or Latest Post

|  |  |
| --- | --- |
| Employer’s Name |  |
| Address |  |
| Post Title |  |
| Date Appointed |  |
| Period of Notice Required: |  |
| Date of leaving |  |
| Salary |  |
| Salary Range/Scale |  |
| Other Benefits |  |
| Brief outline of duties and responsibilities |  |

### PREVIOUS POSTS

Please give details of all other positions held since completing full-time education or during the last 15 years whichever is the latest. Start with the most recent and work back.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | | **Name of Employer** | **Position and Main Duties** | **Reason for Leaving & Salary/Grade** |
| **From** | **To** |
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### REASONS FOR APPLYING FOR THIS POST

Please tell us why you are applying por this position.

### DETAILS OF EXPERIENCE

Tell us how your experience, skills and training in either paid or unpaid work or through study meet the selection criteria for this post, giving examples where possible.

Shortlisting will be based on the evidence you provide of your ability to meet the selection criteria.

To the best of my knowledge the information given on this form is correct. I also understand that if I have omitted or falsified information, it could lead to disqualification of my application or later my dismissal, if appointed.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ADDITIONAL INFORMATION

**1 Convictions**

Have you ever been convicted of a criminal offence?  Yes  No

If yes, please give details *(NB spent convictions need not be disclosed)*

**2 Relationship**

Are you related to any elected Council Member or Senior Officer at Northleach with Eastington Town Council?

 Yes  No

If yes, please give names and state the relationship. Failure to disclose such a relationship will, if the appointing panel so declares, disqualify you from the appointment and if appointed without disclosure will render you liable to dismissal without notice.

**Name Relationship**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3 Referees**

Give names, designations and addresses of TWO persons, to whom reference may be made. One should be your present or most recent employer.

**Name and Address**

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