

Northleach with Eastington Town Council

Job Application Form



Please complete all of the boxes

The information supplied on this form is being collected as part of the Town Council's recruitment and selection procedures. If you are successful with your application the information will also be used to produce a Statement of Particulars. When you complete this form you are giving your consent to the Council to hold and use your personal information for these purposes. The application forms of unsuccessful candidates will be retained for up to six months, after which they will be destroyed.

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|------------------------------|---|
| Position applied for: | Closing date and source of application: |
| Surname: | First names: |
| Address: | Telephone: Mobile: Email: National Insurance Number: |

Personal Details:

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| Do you require a work permit to take up employment in the UK? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you legally eligible for employment in the UK? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974). | |
| If offered this position will you continue to work in any other capacity? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you previously worked for Northleach with Eastington Town Council? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Employment History

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

Name and address of last employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for leaving:

Name and address of employer:

Date joined:

Date left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of business:

Reason for leaving:

Name and address of employer:

Date joined:

Date left:

Job Title:

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Describe your duties and responsibilities:

Salary:

Type of business:

Reason for Leaving:

Name and address of employer:

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Date joined:

Date left:

Job Title:

Describe your duties and responsibilities:

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Salary:

Type of business:

Reason for Leaving:

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Education and Qualifications (including Membership of Professional Bodies)

| Date from/to | Name of School, College or University | Qualifications Gained |
|--------------|---------------------------------------|-----------------------|
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Training

Please list any relevant training courses attended below:

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Hobbies

Please give brief details of your main hobbies:

Additional Competency Information

Please provide specific examples in response to the following questions:

Please describe a successful community activity that you have managed. What were the outcomes?

Please give an example of when you have successfully worked with volunteers.

Please give details of any other information you feel will support your application (300 words max):

References

Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1

Referee 2

| | |
|--|--|
| Name | Name |
| Address | Address |
| May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/> | May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/> |

Are you related to any member or employee of this Council? Yes No

If yes please give full details:

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.

IMPORTANT NOTICE

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

DECLARATION

I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

Please return your completed application, together with a covering letter to:

Town Clerk, Northleach with Eastington Town Council,
The Westwoods Centre, Bassett Road,
Northleach
Cheltenham GL54 3QJ

or electronically to clerk@northleach.gov.uk.