**STOTFOLD TOWN COUNCIL**

**APPLICATION FORM FOR EMPLOYMENT**

PLEASE COMPLETE **ALL** SECTIONS OF THIS FORM IN BLACK INK, OR TYPED

ALL SECTIONS SHOULD BE COMPLETED. DO NOT STATE ‘REFER TO C.V.’

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| --- |
| POSITION APPLIED FOR …………………………………………………………………………………………………….  Full name Mr/Mrs/Miss/Dr/Other……..…………………………………………………………………………………  Address ……………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………  Tel numbers Home ……………………………………………. Mobile ……………………………………………  Email …………………………………………………………………………………………….  Please advise how you heard about this vacancy (delete as appropriate):  Stotfold News/Town Council website/Town Council Facebook page/poster/other (please describe) |

**Present/last appointment**

|  |  |  |
| --- | --- | --- |
| Name and address of employer | Position held | Salary and other benefits (if any) |
| Date of appointment | Length of notice required |

**Brief summary of duties and responsibilities in present/last appointment**

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| --- |
|  |
| Are you currently in employment? YES / NO  If no, please specify when last appointment ended and reason for leaving |

**Secondary education and qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of educational establishment | From | To | Qualifications gained |

**Higher education**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of educational establishment | From | To | Qualifications gained |
| Membership of professional bodies | Membership grade | Date | Was membership gained by examination? |

**Previous appointments held (most recent first)**

Only go back ten years, unless previous experience is particularly relevant to the post

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | From  Month/Year | To  Month/Year | Position held | Salary on leaving &  reason for leaving |

**Details of relevant experience and other supporting information - please refer to the Job Description and Person Specification for the position applied for**

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| Please make full use of this page to provide further supporting information in support of your application. You may continue on an additional sheet if required (please ensure your name and position applied for is clearly marked).  **Name: Position applied for:**  **Relevant experience and other supporting information, continued** |

**Further information**

|  |  |  |
| --- | --- | --- |
| Please place a ✓in appropriate box | YES | NO |
| 1. Do you possess a current driving licence? |  |  |
| 2. If yes, do you have regular use of a car during working hours? |  |  |
| 3. Are you subject to any legal restrictions in respect of your employment in the UK?  Please provide your National Insurance No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 4. Are you, to your knowledge, related to any Member or Officer of Stotfold Town Council? |  |  |
| 5. Do you hold any other position that would continue if you were appointed to this position? |  |  |
| 6. Have you ever been convicted of a criminal offence?  (Declaration subject to the Rehabilitation of Offenders Act 1974) |  |  |
| 7. If you have a disability please tell us about any adjustments we may need to make to assist you at interview: | | |
| IF YOU HAVE ANSWERED YES TO EITHER 3, 4 OR 5 ABOVE, PLEASE GIVE DETAILS BELOW | | |

**References**

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|  |

Please tick if you would prefer us **NOT** to contact your present employer without further reference to yourself

Please give the names and full addresses of two persons to whom reference can be made – the first should be your present/last employer, if applicable

|  |  |
| --- | --- |
| Name:  Job Title:  Company:  Address:  Tel no: | Name:  Job Title:  Company:  Address:  Tel no: |

**Declaration**

|  |
| --- |
| I declare that the foregoing information is correct to the best of my knowledge and belief and that in particular I have not omitted any material facts, which may have any bearing on my application.  I understand that any subsequent contract of employment with the Town Council will be made only on this basis. Falsification of information could lead to dismissal.  Signed: Dated:  Canvassing of Members or Officers of the Town Council directly or indirectly in connection with this application will automatically disqualify the candidate |

**Return completed application forms in an envelope marked ‘CONFIDENTIAL - RECRUITMENT’ followed by the vacancy you are applying for. Post or deliver to:**

**The Town Clerk, Stotfold Town Council, Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts, SG5 4HG**