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**Town Clerk – Job Application**

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| **Personal Details** | |
| First Name/s |  |
| Surname |  |
| Preferred Title |  |
| Address |  |
| Post Code |  |
| Mobile Phone Number |  |
| Email Address |  |

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| **Outside Interests and Non-Vocational Experience** |
| Please give details of any outside interests or non-vocational experience which you feel will support your application |
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| **Rehabilitation of Offenders Act 1974** | | |
| Please give details of any “unspent” 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. | | |
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| **Secondary/Further Education and Qualifications** | | |
| Please give details of your education and qualifications obtained and those currently being pursued. (You will be asked to provide evidence) | | |
| **School/College/University** | **Dates** | **Subjects Studied and Qualification Obtained** |
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| **Training Courses** | | |
| Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed | | |
| **Course Title & Durations** | **Provider** | **Dates** |
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| **Current or most recent employment** | |
| Employer |  |
| Address |  |
| Post Code |  |
| Job Title |  |
| Current/final salary |  |
| Commencement Date |  |
| Leaving Date or notice period |  |

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| Please provide a brief description of the main duties and responsibilities of your current or most recent job |
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| Why do you wish to leave your current job or why did you leave your most recent job? | | | |
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| **Employment History** | | | |
| Please list your previous employment history in chronological order (using a separate sheet if necessary) explaining any gaps in employment history. | | | |
| **Name and address of employer** | **Employment period (Dates)** | **Job Title and main responsibilities** | **Reason for leaving** |
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| **Relevant Experience, Skills & Knowledge** | |
| Please state below your reasons for applying for this post and the experience, skills and knowledge you have that would enable you to do it well. Please refer to the Job Description and ensure you cover all of the criteria set out for this role. Please include any voluntary or community work you are involved with. Please use an additional sheet if necessary. | |
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| **Prevention of illegal working** | |
| Do you require permission or a work permit to take up employment in the UK? | **Yes/No** |
| The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide your passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement. | |
| Are there any restrictions on your residing in the UK? | **Yes/No** |

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| **Driving Licence** | |
| Do you hold a current driving licence? | **Yes/No** |
| If **Yes** please state type of licence you hold: |  |
| Do you own or have access to a car on a regular basis? | **Yes/No** |
| Do you have any current endorsements on your driving licence? | **Yes/No** |
| If Yes – Please specify |  |

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| **References** | | |
| Please give details of two people we can contact and who would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer if applicable. (References will be taken up if you are offered the role) | | |
| **Referee 1** | | |
| Name |  | |
| Position |  | |
| Address |  | |
| Post Code |  | |
| Email Address |  | |
| Telephone Number |  | |
| **Referee 2** | | |
| Name |  | |
| Position |  | |
| Address |  | |
| Post Code |  | |
| Email Address |  | |
| Telephone Number |  | |
| **Relationships** | | |
| Are you, to your knowledge, related to or have any relationship/friendship with an Elected or Co-opted Member or employee of the Town Council? | | **Yes/No** |
| If Yes please give details: |  | |

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| **If you require any particular arrangements when attending an interview, please give details.** |
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| **Declaration and Data Protection Act Consent** | |
| I declare that all foregoing details given in this application are true and accurate to the best of my knowledge and understand that verification checks will be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient for disqualification from employment or dismissal from any employment gained.  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 kept by the Council for so long as it is required in connection with this application. | |
| **Signed** |  |
| **Dated** |  |

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| **Submission of Application** | |
| Once completed please return this form and a covering letter to:  Or by email to: | **Town Clerk**  **Emersons Green Town Council**  **198 Westerleigh Road**  **Emersons Green**  **BS16 4LX**  [**clerk@emersonsgreen-tc.gov.uk**](mailto:clerk@emersonsgreen-tc.gov.uk) |

**Closing date for applications is Midday on Friday 27th September 2019**

**Interviews will take place on Monday 7th October 2019**