# **A yellow and black logo Description automatically generatedCONFIDENTIAL**

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| FOR OFFICE USE ONLY |
| Application No  Date Rcd  Date of interview  Shortlisted YES/NO  Appointed YES/NO |

THIS APPLICATION FORM SHOULD BE COMPLETED IN FULL.

APPLICATIONS SUBMITTED IN THE FORM OF A CV WILL NOT BE CONSIDERED

## Post Applied For: **Deputy Town Clerk & Projects Officer** Ref: DTC/25

### PERSONAL DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Family Name (Block Letters) | | | Initials | | National Insurance No: |
| Address (Block Letters) | |  | Telephone numbers | | Do you hold a current UK driving Licence?  YES/NO |
|  | |  | Home | Mobile |
|  | |  |  |  |
|  | Post Code | |  |  |
| Email address | | |  |  |
| Do you have any special requirements the Council needs to consider if you are shortlisted for interview? | | | | | |

EDUCATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Types of Education i.e.  Secondary School/College/University  You do not need to state the name of the actual establishment | Dates  From To | | Qualifications Gained  (State Level) | Grades | Date |
|  |  |  |  |  |  |

TRAINING: VOCATIONAL AND OCCUPATIONAL QUALIFICATIONS RELEVANT TO THE POST

(PROFESSIONAL QUALIFICATIONS, GNVQ, NVQ, AND NON QUALIFICATION COURSES)

|  |  |  |  |
| --- | --- | --- | --- |
| Professional/Organising Body | Course Details | Dates | |
| From | To |
|  |  |  |  |

Have you served an apprenticeship or modern apprenticeship YES/NO

## If Yes please state details

#### IF CALLED FOR INTERVIEW, PLEASE BRING QUALIFICATIONS AND CERTIFICATES WITH YOU

PRESENT EMPLOYER

|  |  |
| --- | --- |
| Name and Address  Telephone No | Nature of Business |
| Present Salary (with grade if possible) |
| Other benefits |
| Job Title | Responsible To |
| Date of Appointment  Notice Required |  |
| Brief description of Duties |  |

PREVIOUS EMPLOYMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Job Title | Grade/  Salary  per annum | Dates | |
| From | To |
|  |  |  |  |  |
| Please state reasons for any gaps between jobs e.g. unemployment, study, childcare etc. | | | | |

DETAILS OF RELEVANT EXPERIENCE AND OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

|  |
| --- |
| This may include paid/unpaid employment, for instance, experience in voluntary community work. Candidates are only shortlisted on the basis of the criteria detailed in the Personnel Specification for this post. Please use this space to show us that you have the skills, knowledge and experience required for this post (continue on additional sheets if necessary). |

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|  |

REFEREES (one of whom must be your most recent employer)

|  |
| --- |
| May we contact your present employer prior to the interview? YES/NO  (Referee a) should be a relevant referee from your present employment or immediate past employment if not employed)  a) Name b) Name  Position held by referee Position held by referee  Address Address  Telephone Telephone |

DECLARATION OF RELATIONSHIP

|  |
| --- |
| Are you related to a Councillor or Senior Officer in the Council? If so please give details.  (A candidate who fails to disclose a relationship will be disqualified and, if appointed, will be liable to dismissal) Canvassing will disqualify |

I declare that the particulars given above are true to the best of my knowledge.

Signature …………………………………………………….. Date ………………………………………………………