



WHITBY TOWN COUNCIL

Post applied for: Town Clerk and Responsible Financial Officer

Available Start Date: _____

Job Application Form

Please read the job description and person specification before completing this application form. Please complete the form fully using type or black ink. CVs are not applications. Applications received after the closing date, _____ (17.00), will not be considered. Applications can be emailed to town.clerk@whitbytowncouncil.gov.uk or posted to Town Clerk, Whitby Town Council, Pannett Park, Whitby, North Yorkshire. YO21 1RE.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1: Personal Details

Surname: _____ First Name: _____ Title: _____

Address: _____

Postcode: _____

Home Telephone No.: _____ National Insurance No.: _____

Daytime Telephone No: _____ Mobile Telephone No.: _____

Email Address: _____

Can we contact you at work?	Yes	No
Are you free to remain and take up employment in the UK with no current immigration restrictions?	Yes	No
Do you hold a driving license valid in the UK?	Yes	No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.

DECLARATION AND SIGNATURE

When you have completed this form, please sign this declaration that the information provided is accurate and correct.

Signed:

Date:

By signing and returning this application form you consent to Whitby Town Council using and keeping the information supplied relating to your application on file. This information will be used solely in the recruitment process and will be retained for six months from the date you are informed whether you have been invited to interview or six months from the date of your interview.

Section 2: Employment

Name of Current Employer: _____

Address: _____

Postcode: _____

Position Held: _____

Summary of Duties:

Start Date: _____ Finish Date: _____

Previous Employment (most recent appointments first)			
Post	Employer's Name & Address	Dates	Reason for Leaving

Section 3: Education

Please tell us about your education and any qualifications which you feel are relevant to the post. Include any courses which you are currently undertaking.

Names of school/college/university/ training body	Subject studied and Qualification	Date gained

Section 4: Training & Development

Please list any training you have received, or courses which did not lead to a qualification, but which you feel are relevant to the post you are applying for.

Training Course	Date

Section 5: IT Skills

Please give a brief description of packages used. Please indicate whether knowledge is basic, intermediate or advanced.

Software Package / Program	Level of Knowledge

Please continue on a separate sheet if required.

Section 6: Personal Statement

Please use the space below for any additional information you wish to provide in support of your application, including why you have applied for this job, what key skills and qualities you have that are relevant to this job and what you can bring to the role. Please show experience relevant to this role. (Continue on a separate sheet if required)

What are your reasons for seeking to change your post (or why did you leave your most recent position)?

Current period of notice required in current post (if relevant): _____

Section 7: Health

If successful would you require any additional support to carry out the duties of the post.

Section 8: References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clarify whom your references are.

REFERENCE 1		
Name		
Position		
Work Relationship		
Organisation		
Address		
Postcode		
Telephone Number		
Email		
Are you willing for this referee to be approached prior to interview?	Yes	No

REFERENCE 2		
Name		
Position		
Work Relationship		
Organisation		
Address		
Postcode		
Telephone Number		
Email		
Are you willing for this referee to be approached prior to interview?	Yes	No