



## Whitchurch Town Council

### APPLICATION FOR EMPLOYMENT

**POST APPLIED FOR: Chief Officer**

FIRST NAME(S):		SURNAME:	
ADDRESS:		Do you have a car available for use at work?	
		YES	NO (please circle)
POSTCODE:		Do you have a current driving licence?	
		YES	NO (please circle)
CONTACT NO(S):			
EMAIL ADDRESS:			

Please indicate below if there are any dates when you are not available for interview.

**If you have a disability please tell us about any adjustments we may need to make to assist you with the selection process.**

Are there any restrictions on your employment, e.g. do you require a work permit? **YES/NO\***

\*If you answered YES please supply details on a separate sheet of paper.

**CRIMINAL CONVICTIONS**

Do you have any criminal convictions which are not yet regarded as 'spent' under the Rehabilitation of Offenders Act 1974 or are there any proceedings against you? (Please circle).

**YES**

**NO**

If YES, please provide details:

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**RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE**

To your knowledge, are you related to any member or employee of Whitchurch Town Council? (Please circle).

**YES**

**NO**

If YES, please provide details:

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NB: Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed, may be dismissed without notice.

**OUTSIDE INTERESTS (Hobbies, sports, etc.):**

**EDUCATION & TRAINING (from age 11) Please provide details of qualifications achieved**

<b>QUALIFICATIONS (Type &amp; Subject)</b>	<b>NAME OF SCHOOL, COLLEGE, UNIVERSITY.</b>	<b>GRADE / LEVEL ATTAINED</b>

**TRAINING**

Please give details of any training you may have undertaken which may be relevant to the post applied for

**MEMBERSHIP OF PROFESSIONAL BODY**

<b>NAME OF PROFESSIONAL BODY</b>	<b>LEVEL OF MEMBERSHIP</b>	<b>DATE ACHIEVED MM/YY</b>

**WORK HISTORY**

**PRESENT EMPLOYER:**

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING

**PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.**

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING

**Continue on a separate sheet if necessary.**

**Please tell us why you consider you are a suitable candidate for this appointment.**

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure you state your skills and experience in relation to the main duties and responsibilities in the Job Description and the key criteria in the Person Specification.

**Continue on a separate sheet if necessary.**

**REFERENCES**

Two references are required both of whom should be able to comment on your work/career background. Please include your most recent employer.

FIRST REFEREE	SECOND REFEREE:
NAME:	NAME:
ADDRESS:	ADDRESS:
TEL NO:	TEL NO:
EMAIL:	
How long have they known you?	How long have they known you?
In what capacity?	In what capacity?
Can the person be contacted prior to interview? YES                      NO	Can the person be contacted prior to interview? YES                      NO
Notice to be given to terminate present employment?	Please indicate where you saw the advertisement for the post:
I confirm that the information provided is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.  SIGNED: _____ DATE: _____	