Logo, company name

Description automatically generated

*An Equal Opportunities Employer – Non Smoking Environment*

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| **Application for Employment** | |
| Post applied for: **Town Clerk & RFO** | Salary grade: **£46,662 - £50,074** |

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| **Personal Details** | | |
| Surname: | | Title: |
| Forenames: | | National Insurance No: |
| Address: | | Tel: (home) |
|  | | Tel: (work) |
|  | | Tel: (mob) |
| Postcode: | e-mail: | |

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| **Education and Training (most recent first)** | | | | | |
| School/College/University | Dates | Examinations passed | | | |
|  | from-to | Subject | Level | Grade | Year taken |
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| **Membership of Professional Bodies (if any)** | | |
| Organising Body | Grade of Membership | Date Awarded |
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| for office use  Date Received Interview |

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| **Present Employment** | | | | |
| Name and Address of Employer | Date from | Job Title | Salary and other Benefits | Length of Notice Required |
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| Outline of your main duties and responsibilities | | | | |

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| **Previous Employment** (Please account for all time since leaving full time education – use additional sheet if necessary) | | | | |
| Name and Address of Employer  Outline main duties and responsibilities | Date  From – To | | Job Title | Salary |
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| **Additional Information** | | |
| Do you consider yourself to have a disability? | Yes | No |
| If YES please state nature of disability | | |
| Do you have a current driving licence? | Yes | No |
| Do you have a car which you can utilise for work? | Yes | No |
| Do you require a work permit for the UK? | Yes | No |
| Have you been convicted under the Rehabilitation of Offenders Act 1974? Applicants must give details at interview of any criminal convictions | Yes | No |
| Are you related to any Member or officer of Wareham Town Council? | Yes | No |

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| **Supporting Information** |
| Please indicate below how you feel you match the requirements of this job, any other information which supports your application and areas which you feel you may need to develop to meet the current and future needs of the job. Please include reference to any voluntary work, leisure interests and other activities which you consider to be relevant to the position. (Please use an additional sheet if necessary). |
| Current Continuing Professional Development Plans: (if applicable) |

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| **References** | |
| Employment will be subject to two satisfactory references. Please give contact details of two referees (not a relative, to include present and previous employer, if any). Referees will be contacted if a job offer is made. | |
| Name: | Name: |
| Job Title: | Job Title: |
| Tel No: | Tel No: |
| Address: | Address: |
|  |  |
| e-mail: | e-mail: |
| Number of years known to you: | Number of years known to you: |

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| **Declaration** |
| The information I have provided is correct to the best of my knowledge. I understand that any false statements made on this application or during my interview would give cause for a rejection of my application or dismissal should I be employed.  *(The information you have provided will be held in accordance with the Councils Data Protection Policy which is available at www.wareham-tc.gov.uk)*  I understand that the information given about me will be held manually and on computer and that this information may be used for administrative purposes including analysis for management and statutory returns.  Signed: Date: |

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| **please return your completed form (marked STRICTLY CONFIDENTIAL) to:**  Wareham Town Council, Town Hall, East Street, Wareham, BH20 4NS  or email [recruitment@wareham-tc.gov.uk](mailto:recruitment@wareham-tc.gov.uk)  **Closing date for applications is Midday on 22nd April 2022** |