**Whaley Bridge Town Council**

**Application Form**

**Town Clerk and Responsible Finance Officer**

|  |
| --- |
| **Position of: TOWN CLERK AND RESPONSIBLE FINANCE OFFICER** |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname | First Name(s) | Preferred Title(Miss, Mrs, Ms, Mr, Dr, etc.) |

|  |  |
| --- | --- |
| Address | Telephone (Day)Telephone (Evening)E-mail: |

|  |  |
| --- | --- |
| Do you have a valid driving licence?YES/NO | Do you require a work permit? YES/NO |

**SUMMARY OF EDUCATION AND QUALFICATIONS (Incl. English & Maths)**

|  |  |  |  |
| --- | --- | --- | --- |
| Names of all establishments attended | DatesFrom/To | Details of grades, certificates, diplomas, degrees or other professional qualifications obtained  | Date obtained  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Membership of Professional Bodies and Status of Membership: |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |
| --- |
| Name, address and telephone number of present or most recent employer:Position held:Summary of duties:Number of staff (if any):Date appointed: Date of leaving: Salary and grade:Reason for leaving or seeking other employment:Notice period/availability for employment: |

**PREVIOUS EMPLOYMENT** (Latest first, please explain any gaps in your employment history)

|  |  |  |  |
| --- | --- | --- | --- |
| Name , address and business of employers | Post held and brief summary of duties | From/ToMonth/Year | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SKILLS AND EXPERIENCE**

|  |
| --- |
| Please give details of any skills and experience you have together with any interests which are relevant to your application. You should use the information in the person specification and job description to help you demonstrate your suitability for the post.(Continue on a maximum of two separate A4 sheets if necessary.) |

**TRAINING AND DEVELOPMENT**

|  |
| --- |
| Please give details of any short courses or development opportunities, with dates, which are relevant to your application: |

**CONNECTIONS TO THE COUNCIL**

|  |
| --- |
| Are you related to any officer or elected member of the council?If yes, please give details.N.B. Canvassing will disqualify candidates |

**PREVENTION OF ILLEGAL WORKING AND PREVIOUS CONVICTIONS**

|  |
| --- |
| The Council has obligations under the Asylum and Immigration Act. Please confirm that if appointed you will be able to provide a relevant document to meet this obligation (e.g. birth certificate, passport, National Insurance Number, P45 or payslip)  |

**REFERENCES**

|  |
| --- |
| Please give names, designations and addresses and telephone numbers of two referees. Both referees should be previous employers including your present or most recent employer. If you have had more than one employer in the last two years please give additional references to cover the full two year period.Referee 1:Telephone No.:Referee 2:Telephone No.:If you do not wish your referees to be contacted prior to interview, please tick the box. Reference 1 □ Reference 2 □ |

|  |
| --- |
| I declare to the best of my knowledge and belief all statements contained in this form are correct and I understand that if I conceal any material fact, I will, if engaged, be liable to the termination of my contract of employment. All information provided by applications will be treated as confidential.Name: Signature: Date: |

Please return this form marked “Private and Confidential” to:

Stephanie Raybould

Town Clerk

Whaley Bridge Town Council

The Mechanics Institute,

Market Street,

Whaley Bridge

High Peak,

Derbyshire

SK23 7AA

**Deadline for receipts of applications: Wednesday 16 September2015 5.00 pm**