

**Bridgnorth Town Council**

College House

St Leonard’s Close

Bridgnorth

Shropshire

WV16V16 4EJ

**Application for Employment**

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| **Vacancy Details** | | | |
| Post for which you are applying: **Town Clerk** | | | |
| Closing Date: | **27th February 2025 at 5.00pm** | Applicant ID:  (internal use only) |  |
| Please return this form to: | | **Deputy Town Clerk** | |

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| **Personal Details** | | | |
| Family Name: |  | Initials: |  |
| Home Address: |  | Telephone – Work: |  |
| Home: |  |
| Mobile: |  |
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| Postcode: |  | NI Number: |  |
| Email address: |  | | |

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| **Guidance notes and Data Protection Act** | | | |
| * Please note that we do not accept CVs (curriculum vitae). * We will decide whether to invite you for interview on the basis of information given by you on this application form. * When you sign and return this form, you are giving us permission to process and hold on computer, the information or data you have supplied or referred to on it, including any information that you may consider to be sensitive and personal. * This information will also be held on your personal file, if you are appointed. * The data may be used by Shropshire Council for the purposes of equality monitoring, compiling statistics and maintaining other employment records. | | | |
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| **Present Employment** (if you are currently unemployed please leave blank) | | | |
| Job Title: |  | Basic Salary: |  |
| Employers Name: |  | Other Pay: |  |
| Address: |  | Date started: |  |
| Period of Notice: |  |
| Telephone number: |  |
| May we contact you on this number? Yes/No | |
| Postcode: |  |  | |
| Outline of duties and responsibilities: | | | |
| Continue on a separate sheet if necessary. | | | |

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| **Previous Employment** | | | |
| Please list your previous job history covering the last 10 years, including any with your present employer. Include all local Government and related service starting with the most recent.  References may be sought from your previous employers.  Continue on a separate sheet if necessary. | | | |
| Job Title: |  | Date started: |  |
| Employers Name: |  | Date left: |  |
| Address: |  | Reason for leaving: |  |
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| Brief Outline of duties: | | | |

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| Job Title: |  | Date started: |  |
| Employers Name: |  | Date left: |  |
| Address: |  | Reason for leaving: |  |
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| Brief Outline of duties: | | | |

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| Job Title: |  | Date started: |  |
| Employers Name: |  | Date left: |  |
| Address: |  | Reason for leaving: |  |
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| Brief Outline of duties: | | | |

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| Job Title: |  | Date started: |  |
| Employers Name: |  | Date left: |  |
| Address: |  | Reason for leaving: |  |
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| Brief Outline of duties: | | | |

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| **Breaks in employment history since leaving school** | | | | | |
| Any gaps in employment history since leaving school and reasons must be detailed below; this should include voluntary work, unemployment, domestic reasons, prison custody etc. | | | | | |
| Date From: |  | Date To: |  | Reason: |  |
| Date From: |  | Date To: |  | Reason: |  |

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| **Disciplinary Matters** |
| Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? YES / NO  If YES, please provide details below of action taken including dates. Include any pending incident/action.  Include any investigations or actions taken by your professional body. Both Spent or Unspent matters need to be disclosed. |
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| **Training** | | | | |
| Please list below relevant job-related training that you have undertaken, and any professional qualifications achieved. Continue on a separate sheet if necessary. | | | | |
| Date | Course Title | Organiser | Length | Office use only. Certificates checked by: |
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| **Educational Qualifications** | | | |
| Please list below details of secondary, further and higher educational qualifications achieved, starting with the most recent. Continue on a separate sheet if necessary. | | | |
| Date | Institute details (eg college etc)  Qualification gained or pending and subject | Grade obtained | Office use only. Certificates checked by: |
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| **Membership of Professional bodies** | | | | |
| Please state whether by election, exemption or examination. | | | | |
| Date | Professional Body | Membership number | Grade/level | Office use only. Certificates checked by: |
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| **Driving** | |
| Do you hold a full current driving licence? | Yes / No |
| If yes, type of licence: |  |
| Do you have a vehicle available for work purposes?: | Yes / No |

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| **Further details** |
| Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have.  You should try to relate your information to the job description and person specification for the post you are applying for |
| You may submit additional sheets as necessary. |

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| **Relationship to Council members or employees** | | | |
| Please give the details of any elected member or employee of the Council to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. Canvassing of any councillor or senior officer will disqualify a candidate for appointment. | | | |
| Name: |  | Relationship: |  |

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| **Rehabilitation of Offenders Act 1974** |
| Have you ever received a caution or been convicted by a court of any offence? (You may ignore road traffic offences unless the job for which you are applying involves driving a Council vehicle) YES/NO  If the answer is YES, please provide the details below including date, court and nature of offence. |
| Convictions are not necessarily a bar to obtaining a position. DO NOT include convictions which are “spent” by virtue of the provision of the Rehabilitation of Offenders Act 1974, unless the job you are applying for is exempt under the Act, in which case a Disclosure will be required from the successful candidate. |

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| **References** |
| Please give details of two referees whom we may ask about your suitability for the job.  You are requested to give referee details from two employers, the first of which must be your current or most recent employer.  If you are unable to provide two employment references, please explain why.  You should not name a relative as a referee.  References will usually only be taken up if you are selected for interview.  We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer. |

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| (1) Name: |  | (2) Name: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Telephone Number: |  | Telephone Number: |  |
| Email address: |  | Email address: |  |
| Occupation: |  | Occupation: |  |
| Working relationship to candidate: |  | Working relationship to candidate: |  |
| May we contact these referees without contacting you? (1) Yes/No (2) Yes/No | | | |

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| **Your Signature** | | | |
| I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation. | | | |
| Signature of Applicant: |  | Date: |  |
| N.B. If your application is submitted electronically you will be asked to sign this form if invited to interview. | | | |

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| **Equal Opportunities and Recruitment** |
| **Equality Act 2010**  The Equality Act 2010 places a general duty on the Council to promote equality. This means that in everything we do, we need to:   * Eliminate unlawful discrimination, harassment and victimisation. * Advance equality of opportunity. * Foster good relations between different people.   **Policy Statement for Applicants with Disabilities**  Under the Disability Discrimination Act 1995, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.  The Act defines a disabled person in the following way:  "A disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities." |

Please return this form to:

FAO: Deputy Town Clerk, Bridgnorth Town Council, College House, 4 St Leonard’s Close, Bridgnorth, Shropshire. WV16 4EJ.