



Southwell Town Council

- For any section requiring further details please add extra sheets as necessary.
- You may enclose a CV but only if the form is complete.
- We may choose to discount your application if it is not completed in full.

Employment Application Form

Personal Details

Full Name: _____
First Name *Surname*

Address: _____

Postcode

Phone: _____ Email: _____

Position Applied for: _____

National Insurance Number:

<small>Letters</small>			<small>Numbers</small>			<small>Letter</small>		

Do you hold a full, clean driving licence valid in the UK? Yes No

Current Employment

Name of current or most recent employer: _____ Start date: _____

Address: _____ End date: _____

Job Title: _____ Salary: £ _____

Main duties and responsibilities:

Period of Notice: Last day of service (if no longer employed):

Reason for change: _____

Previous Employment

Names of employers	Job Title	Main Duties	Start Date	End Date

Education and Qualifications

College or University	Course	Qualifications and Grades Obtained	Dates from / to
School	Subjects	Qualifications and grades obtained	Dates from / to

Professional, technical and work related training

Place and method of study (e.g. day release, on-line)	Course or qualification	Result	Dates from / to

Your Qualities

Please explain **as fully as possible** why your qualities, experience, training, skills and knowledge make you the right person for this job. In completing this section you should relate to the qualities needed for the job which are defined in the job advert, job description and person specification.

References and Other General Information

Please supply details of TWO referees that we can contact. One reference should be your current or most recent employer. The second reference should be a different employer or if necessary, a friend (not a family member).

Name: _____ Job title: _____

Organisation: _____ Phone: _____

Address: _____ Email: _____

Name: _____ Job title: _____

Organisation: _____ Phone: _____

Address: _____ Email: _____

Do you wish to be contacted prior to references being taken up? Yes / No

Do you need a work permit to work lawfully in this country? Yes / No

Do you consider you have a disability? Yes / No

We ask about disability to help comply with our policy to offer interviews to all applicants with a disability, who meet the minimum criteria for the job. In accordance with the Equality Act 2010, you will only be required to complete a confidential medical questionnaire and possibly a medical examination if a conditional offer of employment is made to you.

Disclaimer and Signature

Please check your application carefully to ensure that the information provided is as accurate as possible.

Your application is accepted on the following basis: that

- the information is correct
- any form of canvassing, direct or indirect will invalidate your application
- you are lawfully available to work in this country
- you are required to declare convictions or cautions, spent or not, for jobs which fall under the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1986 and any other later orders. These details should be enclosed with this application in a sealed envelope and marked "Private and Confidential: For the Attention of the Town Clerk"
- your application should reach us by the specified closing date

Please sign below to show your acceptance of the conditions listed on this form and of others which may have been outlined to you in other material relating to this job.

Signature: _____ Date: _____

Please return your completed form to:

The Town Clerk
Southwell Town Council
The Old Courthouse
Burgage
Southwell
NG25 0EP

or

Email to: clerk@southwell-tc.gov.uk