

# Okehampton Town Council

## Application for Employment

**POST APPLIED FOR:    Town Clerk & Responsible Finance Officer**

<b>SURNAME:</b>	<b>FIRST NAMES:</b>
<b>ADDRESS:</b>	<b>CONTACT PHONE NO. HOME</b>
<b>POSTCODE:</b>	<b>CONTACT PHONE NO. MOBILE</b>
	<b>EMAIL ADDRESS:</b>

Closing date for applications 30<sup>th</sup> May 2017

Interview dates to be June 15<sup>th</sup> (or 21<sup>st</sup> if necessary). Please indicate if these are 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 answer 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?

**YES**

**NO**

If yes, please provide details:

**RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE**

To your knowledge are you related to, or well known to, any member or employee of Okehampton Town Council?

**YES**

**NO**

If yes, please provide details:

NB. Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed could result in summary dismissal.

**OUTSIDE INTERESTS (HOBBIES & SPORTS ETC.)**

EDUCATION

DATE	NAME AND ADDRESS OF SCHOOL, COLLEGE, UNIVERSITY ETC.

QUALIFICATIONS including Professional/Vocational

DATE (YEAR)	QUALIFICATION	SUBJECT	GRADE

TRAINING

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

**MEMBERSHIP OF PROFESSIONAL BODY**

NAME OF PROFESSIONAL BODY	LEVEL OF MEMBERSHIP	DATE ACHIEVED MM/YY

**EMPLOYMENT HISTORY**

**PRESENT/MOST RECENT EMPLOYER**

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST 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.**

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST HELD & BRIEF OUTLINE OF DUTIES	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 that you state your skills and experience in relation to the main duties and responsibilities in the Job Profile and the key criteria in the Person Specification.

Continue on a separate sheet if necessary



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: \_\_\_\_\_

Completed application forms to – Cllr Mrs J Goffey, Mayor, Okehampton Town Council, Fore Street, Okehampton EX20 1AA and marked 'Private & Confidential'.