



Okehampton Town Council

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Application for Employment

This document contains personal details and is strictly confidential.	
Application for the post of	Finance Officer
Closing Date	5pm Friday 22nd November 2024
How did you hear about this job? (Name of publication if advertised)	

Part A: Personal Details (Block capitals please)

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (if different from Forename)	
Preferred Title (e.g. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (if available)	
Email Address (if preferred method of communication & in regular use)	
Are you, to your knowledge related or well known to any Councillor or Officer of Okehampton Town Council? If so, please state the name of the person and the capacity in which you are known to them.	
If you are successful in this application for employment, would this be your only job? If not, (due to the Working Times Regulations) please give details of any secondary employment.	

Part B: Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving:			

Part C: Employment History (most recent first)

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer. (You may continue on a separate sheet if you need to.)

Name & Address of Employer	Dates From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Part D: Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

Part E: Training/Continuing Professional Development

Please give details of relevant training/development activities.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

Part F: Personal Statement

You may continue on a separate sheet if you need to.

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

Part G: Supplementary Information

Personal Transport:	
Do you have full use of a car or other transportation vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
Positive About Disability: We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent':	

PART H: Reference and Declarations

References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend. If you do not wish your current employer to be contacted prior to interview, please tick the box below	
Name of first referee	
Job Title of Referee	
Name of organisation	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (eg supervisor, tutor)	
Dates of your employment	From: / To: /

Name of second referee	
Job Title of Referee	
Name of organisation	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you	
Dates of your employment	From: / / To: / /

Declaration	
<ul style="list-style-type: none"> • I confirm that I am entitled to live and work in the United Kingdom. • I am willing for this data to be held and processed by Okehampton Town Council and to be verified with relevant third parties. This may include previous employers. • The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, may be referred to the police. 	
Signed	Date

Please return your completed application in an envelope marked ‘Confidential’ to:

Town Clerk
Okehampton Town Council
Town Hall
Fore Street
Okehampton
EX20 1AA

or by email to townclerk@okehampton.gov.uk (sending will be considered proof of signature)

Please note applications received after the specified closing date and time will not be accepted.