

(CONFIDENTIAL)

WALMER TOWN COUNCIL EMPLOYMENT APPLICATION FORM

DEPUTY CLERK	
PERSONAL PARTICULARS (BLOCK CAPITALS)	
Surname:	National Insurance No:
Forenames(s):	
Address:	Home Telephone No (inc. STD):
	Mobile No:
	E-mail address:
Postcode:	
Do you hold a full current Driving Licence YES/NO	Do you own, or have use of a car? YES/NO
EMPLOYER REFERENCES	
Please give details of two people who we can approach for an employment reference. One should be your present or most recent employer. The Authority will not apply for references until permission has been given by the applicant.	
Name Occupation Address Telephone No (inc. STD): Email: Permission given to contact YES/NO	Name Occupation Address Telephone No (inc. STD): Email: Permission given to contact YES/NO
EMPLOYMENT PARTICULARS	
Name and address of current employer: Email:	Position Held: Date Employment Commenced: Salary: Period of Notice required:
Brief description of duties/responsibilities	

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)

Employer and Nature of Business	Position Held	Reason for Leaving

EDUCATION and TRAINING

Courses, Training, Apprenticeship, Qualifications, Short and Part Time courses

OTHER SKILLS

Please provide any other information about skills that you think would be relevant to this position

Please continue on another sheet if required or attach a CV for further information

WHAT ACTIVITIES OUTSIDE WORK INTEREST YOU?

PLEASE NOTE:

COMPLETION OF FORM

The Council is seeking to ensure that it appoints the right candidate to the job and that applications for employment are treated in a fair and consistent manner. The various sections of the form ask for information that is necessary to ensure that this can be achieved. Candidates **MUST** complete fully all sections of the application form in sufficient detail to ensure that the application form can be properly evaluated. If you do not complete the form fully, you run the risk that your application will not be processed further.

Please include your personal CV with the form and also a personal statement explaining why you think you are the right person for the job if you wish.

An equal opportunities form is also included, which you are not obliged to complete and is used solely for monitoring Walmer Town Council's commitment to equality and diversity.

HOW DID YOU FIND OUT ABOUT THIS VACANCY?

(If from a publication, please state which one)

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?

YES/NO

If **YES**, please give details on a separate form. You need not include convictions which are "spent" under the Rehabilitation of Offenders Act, 1974. **A Criminal Records Disclosure will be requested.**

ARE YOU RELATED TO ANY MEMBER OR OFFICER OF THIS PARISH COUNCIL?

YES/NO

(If YES, please give details) Canvassing of members of the Council shall disqualify the candidate for the appointment.

I declare that the details given in this application are correct to the best of my knowledge and belief, and that I may be required to provide documentary evidence to substantiate certain information eg birth certificate, examination certificates etc. I understand that giving false information will disqualify me from being appointed or, if appointed may result in my dismissal.

SIGNED:

DATE:

**This form should be emailed directly to the Town Clerk.
Richard Styles.
clerk@walmercouncil.co.uk**

CLOSING DATE for applications October 1st 2021