

## **Application Form**

*Please complete in black ink and print where possible*

Position Applied for:  <b>Town Clerk Assistant</b>	Closing date:  <b>1st May 2019</b>
Surname:	First names and title:
Address:	Telephone:  Email:

Do you require a work permit to take up employment in the UK?  <b>Yes/No</b>
Do you hold a current clean driving licence?  <b>Yes/No</b>
Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974?  <b>Yes/No</b> <i>If yes, please give full details.</i>
Where did you see/hear about this vacancy?



## **Education**

*(since age 11)*

<b>Date From/To</b>	<b>Name of School, College or University</b>	<b>Qualifications Gained</b>

## **Membership of professional bodies**

*Please provide details of any professional membership that may be relevant for your application.*

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## ***Experience and Knowledge***

*Please give your reasons for applying for this position, say what experience you feel you have which would enable you do it well. Please use a separate sheet if necessary.*

## **Other Information**

*Please give details of any outside interests or other information which you feel will support your application.*

## **Full Time / Job Share:**

*The Town Council will consider job share, please indicate below which you are applying for:*

*Please delete as appropriate:                      Full time / Job share / Both*

*If applying for Job share please indicate below the days / hours you are available to work and the maximum number of hours per week you are available to work. Please note in addition to this there will be a requirement to regularly attend evening meetings.*

### **Days / Hours Available**

	<b>between 8.30am – 4.30pm:</b>
<b>Monday</b>	
<b>Tuesday</b>	
<b>Wednesday</b>	
<b>Thursday</b>	
<b>Friday</b>	

## **Notice Period**

Please indicate your current notice period \_\_\_\_\_

## **References.**

Please give the names and addresses of two referees. One should be your present or last employer if possible.

<b>Referee 1</b>	<b>Referee 2</b>
Name	Name
Address	Address
May we approach them now? <b>Yes/No</b>	May we approach them now? <b>Yes/No</b>

The information supplied in this application form is accurate to the best of my knowledge.

Signature:

Date:

Please return your completed application together to the Town Clerk Karen Hawkes, South Woodham Ferrers Town Council, Champions Manor Hall, Hullbridge Road, South Woodham Ferrers, Essex CM3 5LJ. Completed applications must be received by 4pm on 1st May 2019. Interviews will be held week commencing 13th May 2019.

***By signing and returning this application form you consent to South Woodham Ferrers Town Council using and keeping information about you provided by you – to be used solely in the recruitment process and will be retained for six months.***