



Application Form

Please complete in black ink

Bingham Town Council

Post Applied For Administration Clerk

1. Personal Details

National Insurance No:

.....

.....

Last Name

Forename(s)

Address

.....

.....

Post Code

Telephone (Work) (Home)

E-mail

.....

Do you have a full driving licence?

Yes

No

Licence type (eg Car/LGV)

.....

Current endorsements

.....

2. Present or Most Recent Employment

Employer's Name and Address

Dates

Current Salary

.....

.....

.....

.....

.....

.....

Position Held

Notice Required

Wks/Mths

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.....

.....

3. Brief Description of Duties

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.....

8. Supporting Information

Please refer to any additional information including, for example, important details of previous experience gained, particular skills and abilities that you could bring to the post, gained from both previous career and/or voluntary and leisure activities. Please continue on a separate A4 sheet if necessary.

9. Recruitment Monitoring

An effective equalities policy necessitates the collection of information about applicants as we need to be able to monitor the number of people applying for and starting jobs with us. Please help us by completing the enclosed monitoring form. Any information gathered will not identify individuals, but will only be used for statistical purposes.

Please state where you saw this vacancy advertised:

Please confirm if you are available for interviewing on 31st July 2015:

.....

10. Relationships

Are you related to either a Bingham Town Councillor or an employee of the Council?

Yes

No

If yes, please state relationship:

.....
If you ask a councillor or an employee to use their influence to help you get this job, you will be disqualified. If we discover evidence of this after your appointment, you could be dismissed without notice.

11. Criminal Convictions

Do you have any criminal convictions?

Yes

No

If yes, please give details

12. References

Please give the names and addresses of two people, not related to you, to whom we may apply for a reference, one of which will normally be from your present employer. Please indicate for both references whether or not we can contact them prior to an interview. Once you have attended an interview, references will automatically be sent for if you are the successful candidate.

Name

Name

Position

Position

Address

Address

Contact prior to interview Yes No

Contact prior to interview Yes No

13. Declaration

I hereby confirm that all the information given in this application is correct to the best of my knowledge, that all questions related to me have been accurately and fully answered and that I am in possession of the qualifications I claim to hold. Also, I declare that I am legally eligible for employment in the U.K.

YOU CAN ASSUME THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL IF YOU HAVE NOT BEEN CONTACTED WITHIN FOUR WEEKS OF THE CLOSING DATE.

Signed:

Date:

Please return to the Town Clerk, Bingham Town Council, The Old Court House, Church Street, Bingham, Nottingham NG13 8AL.

14. Data Protection Statement

The information provided on this form may be held on computer. We will observe strict confidentiality and disclosures will only be made for payroll, personnel administration and statistical purposes.

