



Bingham Town Council

# APPLICATION FORM

Post Applied For Administrative Assistant

## 1. Personal Details

National Insurance No:

.....  
.....

Last Name .....

Forename(s) .....

Address .....

.....

Post Code .....

Telephone (Mobile) ..... (Home) .....

E-mail .....

Do you have a full driving licence?

Yes  No

Licence type (eg Car/LGV)

Current endorsements

Preferred Method of Contact: Mobile  Home  Email

## 2. Present or Most Recent Employment

Employer's Name and Address	Dates	Current Salary
.....	.....	.....
.....	.....	.....
Position Held .....	Notice Required	Wks/Mths
.....	.....	.....

## 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.

It would also be helpful if you could outline your ideal working pattern and the number of hours you would be available per week.

Please continue on a separate A4 sheet if necessary.

**9. Recruitment Monitoring**

Please state where you saw this vacancy advertised: .....

Please confirm you are available for interview during week commencing 11 December 2017, advising of any times you would be unavailable during the week.

.....

**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.

**Signed:** .....

**Date:** .....

Please return to the Town Clerk, Bingham Town Council, The Old Court House, Church Street, Bingham, Nottingham NG13 8AL; or email [info@bingham-tc.gov.uk](mailto:info@bingham-tc.gov.uk)

**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.