



Bingham Town Council

APPLICATION FORM

Post Applied For Administrative Assistant

1. Personal Details

Last Name

Forename(s)

Address

.....

Do you have a full driving licence?

Yes No

Licence type (eg Car/LGV)

Post Code

Telephone (Mobile) (Home)

Current endorsements

E-mail

Preferred Method of Contact: Mobile Home Email

National Insurance number

Are there any restrictions on your right to work in the UK Yes/No

If yes, please state restrictions and the expiry date of any permissions.....

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2. Present or Most Recent Employment

Employer's Name and Address Dates Current Salary

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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.

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 25 October 2021, advising of any times you would be unavailable during the week.

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10. Relationships

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

Yes

No

If yes, please state relationship:

.....

11. Criminal Convictions

Do you have any criminal convictions? Yes No

If yes, please give details

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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

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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:

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.

Please return completed application forms to the Town Clerk, Bingham Town Council, The Old Court House, Church Street, Bingham, Nottingham NG13 8AL; or email info@bingham-tc.gov.uk