

***Please complete this application form in full***

Full Application Pack available on: [www.churchstretton-tc.gov.uk](http://www.churchstretton-tc.gov.uk/)

The completed application form to be emailed to: townclerk@churchstretton-tc.gov.uk

Or mailed to Cllr Julie Lawton at: 60, High Street, Church Stretton, SY6 6BY Phone: 01694 722113

Closing date for applications: Midday, Tuesday, 4th April 2023

# Post Applied For

# Administrator / PA

|  |  |  |
| --- | --- | --- |
|  FIRST NAME(S):   |   |  SURNAME:  |
|  ADDRESS:  POSTCODE:  |  |  Do you have a vehicle available for use at work?  YES  NO (please delete)   |
|  Do you have a current driving licence?  YES  NO (please delete)   |
|  CONTACT NO(S):  |   |
|  EMAIL ADDRESS:   |   |

## CRIMINAL CONVICTIONS

|  |
| --- |
| In accordance with the Rehabilitation of Offenders Act 1974, please give details of any criminal convictions, which may be relative to your application. |

## RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE

To your knowledge, are you related to any member or employee of the Council? (please delete).

**YES NO**

If YES, please provide details:

NB: Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed, may be dismissed without notice.

## EDUCATION & TRAINING (from age 11) Please provide details of qualifications achieved

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS** **(Type & Subject)**  | **NAME OF SCHOOL,** **COLLEGE, UNIVERSITY.**  | **GRADE / LEVEL ATTAINED**  |
|  |  |  |
|  |  |  |
|  |  |  |

## TRAINING

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| --- |
| Please give details of training you have undertaken which is relevant to the post applied for:          |

## MEMBERSHIP OF PROFESSIONAL BODY

|  |  |  |
| --- | --- | --- |
| **NAME OF PROFESSIONAL** **BODY**  | **LEVEL OF MEMBERSHIP**  | **DATE MM/YY**  |
|  |  |  |

## WORK HISTORY

**PRESENT EMPLOYER – if currently not in paid employment please include any voluntary work or experience gained in this period which may be relevant to the role:**

|  |  |  |
| --- | --- | --- |
| **NAME & ADDRESS OF EMPLOYER**  | **POSITION HELD & BRIEF OUTLINE OF DUTIES**  | **PRESENT SALARY,** **SCALE/GRADE & REASON** **FOR LEAVING**  |
|  |  |  |

**PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and again indicate what you were doing in that period, including unpaid / voluntary work, if you wish.**

|  |  |  |
| --- | --- | --- |
| **NAME & ADDRESS OF EMPLOYER**  | **POSITION HELD & BRIEF OUTLINE OF DUTIES**  | **PRESENT SALARY,** **SCALE/GRADE & REASON** **FOR LEAVING**  |
|  |  |  |

 **Continue on a separate sheet, if necessary.**

**Tell us why you consider yourself a suitable candidate for this appointment. Ensure your answers clearly cross reference to the Job Description and Person Specification supplied for this role:**

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|  |

## REFERENCES

Two references are required both of whom should be able to comment on your work/career background. Please include your most recent employer.

|  |  |
| --- | --- |
| **FIRST REFEREE:** | **SECOND REFEREE:**  |
| NAME:   | NAME:  |
| ADDRESS:     | ADDRESS: |
| TEL NO:  |  TEL NO:  |
|  EMAIL:  |  EMAIL:  |
| How long have they known you?  | How long have they known you?  |
| In what capacity?  | In what capacity?  |
| Can the person be contacted prior to interview?   YES NO  | Can the person be contacted prior to interview?   YES NO  |

|  |  |
| --- | --- |
| Notice to be given to terminate present employment?  | Please indicate where you saw the advertisement for the post:  |
| I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. I understand that if I have provided false or misleading information in response to any questions on this form, or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.  SIGNED: DATE:  |