



Shipston on Stour Town Council

Please return completed application to:
Alison Packer
Town Clerk
Shipston Town Council
New Clark House
West Street
Shipston on Stour
CV36 4HD
Email: clerk@shipstononline.org

Application for the post of:

Town Clerk & Responsible Finance Officer

1. Personal Details

Title:

First Names:

Surname:

Previous Surnames:

Address and Post Code:

Telephone Number:

Mobile Number:

Email:

2. Education (Secondary / Further / Higher)

Establishment (Name and Town)	Date From	Date To	Qualifications / Grade / Date awarded

3. Job Related Training (include membership of professional institutes, vocational and non-vocational courses)

Institute / Courses studied	From	To	Standard or level achieved and date awarded

4. Employment history

If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements.

Current employer:

Address (including post code):

Position: **Date Appointed:**

Notice period:

5. Previous Experience (10 years maximum, most recent employer first). *Please include details of gaps in employment here.*

Employer's name and type of business	Position held	Dates from and to	Reason for Leaving

6. Reasons for Applying for This Post

7. Statement in Support of Application.

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, committee member of a club or organisation, VSO volunteer, CAB volunteer etc.

If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

8. References

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where possible one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity (not a friend or relative). References will be sought, if applicable, after interview.

Name: Position:

Address and Postcode:

Telephone: Email:

Name: Position:

Address and Postcode:

Telephone: Email:

9. Where Did You See the Advertisement for This Post?

10. Further Information and Declaration

Do you hold a full UK driving licence? YES NO

Would you have use of a car for work? YES NO

Would you require sponsorship/a work permit to take up this post? (See guidance note on eligibility to work in the UK) YES NO

Do you have any criminal convictions (please also include any pending proceedings) YES NO

Canvassing may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a Councillor or employee of the Town Council. YES NO

If YES, please state the nature of the relationship and the name of the Town Councillor or employee of the Town Council:

Do you consider yourself to have a disability? YES NO

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.

GDPR Statement.

To ensure compliance with GDPR Regulations the data on this form will only be used by the Town Council to process your application. Your data will not be shared with any third party without your permission and will be held securely. Any data held will be securely destroyed within 6 months of the recruitment process ending, retaining only what is necessary for the employment of a successful applicant.

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signature of Candidate: Date:

GUIDANCE NOTES

Completing the application form

- Please read the various sections on the application form carefully.
- Read the Job Description you have been sent before completing the form.
- Include experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school / college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club, or organisation you belong to.
- Complete all sections. You may complete the form by hand (in black ink please to assist photocopying) or by typing your responses in. Include extra sheets if there isn't enough room in the boxes provided.

References

Normally, references will be requested for all candidates invited for interview, unless you ask us not to. This will not affect our decision to invite you for interview. However, references will need to be taken up at some stage if you are successful.

Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 (as amended by the Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016), all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.) Please do not send these now. Further information will be sent to you if you are selected.

Criminal convictions

Shipston Town Council reserves the right to carry out checks (including DBS)

Employment equality

Shipston Town Council aims to offer full equality of opportunity. Employees and prospective employees will not be unfairly discriminated against on grounds of their sex, marital status, colour, race, nationality, ethnic or national origin, religion, disability, sexual orientation, age, trade union membership or non-membership. Where an employee may be disadvantaged on these grounds, STC will make every reasonable effort to rectify such disadvantage(s). Employment terms and conditions and decisions on recruitment, selection, training, promotion and dismissal will be made solely on the basis of objective criteria.