

Application Form

Please complete in black ink or print

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| <i>Position applied for:</i> | <i>Closing date and source of application:</i> |
| <i>Surname:</i> | <i>First names and title:</i> |
| <i>Address:</i> | <i>Telephone:</i> <i>Email:</i> |

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| <i>Personal Details:</i> | |
| Do you require a work permit to take up employment in the UK? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Do you hold a current clean driving licence? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Employment Record - Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

| <i>Date From/To</i> | <i>Position Held/ Duties</i> | <i>Name and address of Employer</i> | <i>Reason For Leaving</i> |
|---------------------|------------------------------|-------------------------------------|---------------------------|
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Education (since age 11)

| Date From/To | Name of School, College or University | Qualifications Gained |
|--------------|---------------------------------------|-----------------------|
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Please give your reasons for applying for this position, say what experience you feel you have which would enable you to do it well. Please use a separate sheet if necessary.

*Please give details of any outside interests or other information that you feel will support your application.
Include here memberships of professional bodies and service on voluntary organisations etc.*

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References. Please give the names and addresses of two referees. One should be your present or last employer if possible.

| <i>Referee 1</i> | <i>Referee 2</i> |
|---|---|
| <i>Name</i> | <i>Name</i> |
| <i>Address</i> | <i>Address</i> |
| <i>May we approach them now?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> | <i>May we approach them now?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> |

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|---|-------------|
| <i>I apply for the above position and confirm that this is a true and complete record</i> | |
| <i>Signature</i> | <i>Date</i> |

Please return your completed application together with any other documentation requested to the **Town Clerk & RFO** at the address above by the deadline of **midday on Friday 8th January 2021.**