



## APPLICATION FOR EMPLOYMENT

Please complete this application form, giving as many details as possible of your skills and experience relating to the position. Please ensure that the completed form is returned in a sealed envelope marked 'Application for Employment' by the closing date to: Gina Snow, Dereham Town Council, Assembly Rooms, Quebec Street, Dereham, NR19 2TX. Or emailed to [g.snow@derehamtowncouncil.org](mailto:g.snow@derehamtowncouncil.org).

We operate a system of anonymous shortlisting, whereby any personal details within your application are removed before being issued to the recruitment manager. You will be advised of the outcome of your application in writing.

### POSITION APPLIED FOR:

Job Title: TOWN COUNCIL ADMINISTRATIVE OFFICER

Where did you see this post advertised:

### APPLICANT'S DETAILS:

Title:	Surname:	First Names:
Previous names (if any):		

### Home Address (including post code):

### Telephone numbers:

Home:

Mobile:

Email address:

Do you have the right to take up employment in the UK?	Yes/No
Are you related to any serving Councillor or Council employee?	Yes/No

## EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in Section "Experience/Skills".

<b>Current / most recent employer / organisation:</b>		
<b>Name &amp; Address:</b>		
<b>Job Title:</b>	<b>From:</b>	<b>To:</b>
<b>Duties &amp; Responsibilities:</b>		
<b>Current or final Salary:</b>		

<b>Employer / Organisation:</b>		
<b>Name &amp; Address</b>		
<b>Job Title:</b>	<b>From:</b>	<b>To:</b>
<b>Duties &amp; Responsibilities:</b>		

<b>Employer / Organisation:</b>		
<b>Name &amp; Address:</b>		
<b>Job Title:</b>	<b>From:</b>	<b>To:</b>
<b>Duties &amp; Responsibilities:</b>		

**EDUCATION:**

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

<b>Name of school / college / Training Body:</b>	<b>Subject studied:</b>	<b>Qualification / Level</b>	<b>Date Awarded</b>

**TRAINING:**

Do you have any other training, qualifications or skills relevant to the post? If so, give details:

<b>Training Course</b>	<b>Date:</b>

**EXPERIENCE / SKILLS:**

This section is for you to give specific information in support of your application. After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly. Please use a separate sheet of paper for this information.

**ADDITIONAL INFORMATION**

Please give details of, and provide an explanation for, any time when you were not either working or in full-time education:

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Have you made a previous application to Dereham Town Council or have you previously worked for Dereham Town Council? Please give details:

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Do you hold a full Driving Licence? If yes, do you have any current endorsements?

How many weeks' notice are you required to give your current employer?

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1976 (as amended in 2013\*)? If yes, please provide details:

*\*The amendments to the (Exceptions) Order 1976 provide that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.*

Under the Equality Act employers have an obligation to make reasonable adjustments to accommodate people with disabilities. The Town Council strives to be an equal opportunities employer. To enable us to make all reasonable adjustments, please provide us with the following information:

- a. Do you have any disability or medical condition which might affect your ability to partake in an interview?

- b. If so, are there any adjustments that we could make to enable you to partake in an interview?  
*Please note that any successful candidates who are offered employment conditionally or unconditionally may be asked to complete a more detailed Medical Questionnaire (whether in relation to any disability or generally in relation to health-related issues) prior to commencing employment.*

**REFERENCES:**

Please give details of two professional referees; one must be your current or most recent employer.

References will be taken up for all candidates invited for interview. If you would prefer that your current employer is not contacted prior to appointment, please make this clear. The second reference will be taken up if a provisional offer is made.

Name:
Position:
Organisation:
Address:
Tel:
Email:

Name:
Position:
Organisation:
Address:
Tel:
Email:

**DECLARATION AND SIGNATURE:**

The information supplied in this application form is accurate to the best of my knowledge.

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Signed Date