



APPLICATION FOR POSITION OF TOWN CLERK/ RFO JULY 2025

Once completed, please return this form to the Chair of Church Stretton Town Council, Cllr Andy Munro, via email at cllr.andymunro@churchstretton-tc.gov.uk or hard copy sent c/o the address above. Scanned copies of all certificates to either be emailed or posted and originals brought to interview, should you be selected.

VACANCY CLOSING DATE

Closing date for applications:	8:00am Monday 18th August 2025	Applicant reference: (internal use only)	
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APPLICANT DETAILS

Last name:		First Name(s)	
Home address:		Telephone:	
		Work	
		Mobile	
		Home	
Postcode		NI number:	
Email:			

GUIDANCE NOTES AND DATA PROTECTION ACT

- Please note that we do not accept curriculum vitae (CVs).
- We will decide on which candidates are selected for interview on the basis of information given by you on this application form.
- When you sign and return this form, you are giving your permission for Church Stretton Town Council to process and hold on computer the information you have supplied or referred to, including any data that you consider to be sensitive or personal. Data will be held in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation GDPR.
- This information will also be held on your personnel file, if you are appointed.
- The information may also be used by Shropshire Council for the purpose of equality monitoring, compiling statistics and maintaining other employment records

CURRENT EMPLOYMENT (please leave blank if currently unemployed)

Job title:		Basic salary:	
Employer name:		Other pay:	
Employer address:		Start date:	
		Notice period required:	
		Telephone:	
		May we contact you on this number?	Y N
Postcode:			

Description of role and duties (continue on a separate sheet as necessary):

PREVIOUS EMPLOYMENT

Please list your job history for the past 10 years, starting with the most recent. Please include all Local Government and related service positions.

References may be sought from previous employers.

Continue on a separate sheet if necessary.

Job title:		Approx salary:	
Employer name:		Date started:	
Employer address and postcode:		Date ended:	
		Reason for leaving:	

Description of duties:

PREVIOUS EMPLOYMENT

Please list your job history for the past 10 years, starting with the most recent. Please include all Local Government and related service positions.

References may be sought from previous employers.

Continue on a separate sheet if necessary.

Job title:		Approx salary:	
Employer name:		Date started:	
Employer address and postcode:		Date ended:	
		Reason for leaving:	

Description of duties:

PREVIOUS EMPLOYMENT

Please list your job history for the past 10 years, starting with the most recent. Please include all Local Government and related service positions.

References may be sought from previous employers.

Continue on a separate sheet if necessary.

Job title:		Approx salary:	
Employer name:		Date started:	
Employer address and postcode:		Date ended:	
		Reason for leaving:	

Description of duties:

PREVIOUS EMPLOYMENT

Please list your job history for the past 10 years, starting with the most recent. Please include all Local Government and related service positions.

References may be sought from previous employers.

Continue on a separate sheet if necessary.

Job title:		Approx salary:	
Employer name:		Date started:	
Employer address and postcode:		Date ended:	
		Reason for leaving:	

Description of duties:

BREAKS IN EMPLOYMENT HISTORY SINCE LEAVING SCHOOL

Any gaps in employment history since leaving school and associated reasons must be detailed below. These should include gaps for voluntary work, unemployment, domestic reasons, prison custody etc

Dates:

Reason:

From:

To:

From:

To:

From:

To:

From:

To:

DISCIPLINARY MATTERS

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer?

Y

N

If YES, please provide details below of action taken including dates. Include any pending incident or action.

Please also include any investigations or actions taken by your professional body. Both spent and unspent matters must be disclosed.

TRAINING

Please list below any relevant job-related training that you have undertaken, and any professional qualifications achieved. Continue on a separate sheet as necessary.

Date:

Course Title:

Organiser:

Length:

Office use
only. Certs
checked by:

EDUCATIONAL QUALIFICATIONS

Please list below details of secondary, further and higher educational qualifications achieved, starting with the most recent. Continue on a separate sheet as necessary.

Date:	Institute details (ie school, college etc) Qualification gained and subject	Grade:	Office use only. Certs checked by:

MEMBERSHIP OF PROFESSIONAL BODIES

Please state whether by election, exemption or examination.

Date:	Professional body:	Membership number:	Grade/Level:	Office use only. Certs checked by:

DRIVING

Do you hold a full current driving licence?

Yes / No

If yes, type of licence

Do you have a vehicle available for work purposes?

Yes / No

FURTHER DETAILS

Please give any further information which you think will help us consider your application, including relevant experiences (voluntary or otherwise), skills, abilities, and any specialist knowledge you may have.

You should try to relate your information to the job description and person specification for the post you are applying for. Continue on additional sheets as required.

RELATIONSHIP TO COUNCIL MEMEBERS OR EMPLOYEES

Please give the details of any elected member or employee of the Council to whom you are related. If you fail to disclose such information you may be disqualified from consideration or, if appointed, liable to dismissal. Canvassing of any Councillor or senior officer will disqualify a candidate for appointment.

Name:		Relationship:	
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REHABILITATION OF OFFENDERS ACT 1974

Have you ever received a caution or been convicted by a court of any offence? (You may ignore road traffic offences) YES/NO

If the answer is YES, please provide the details below including date, court and nature of offence.

Convictions are not necessarily a bar to obtaining a position. DO NOT include convictions which are “spent” by virtue of the provision of the Rehabilitation of Offenders Act 1974, unless the job you are applying for is exempt under the Act, in which case a Disclosure will be required from the successful candidate.

REFERENCES

Please give details of two referees whom we may ask about your suitability for the job. You are requested to give referee details from two employers, the first of which must be your current or most recent employer.

If you are unable to provide two employment references, please explain why.

You should not name a relative as a referee.

References will usually only be taken up if you are selected for interview.

We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer.

1. Name:		2.Name:	
Address and postcode		Address and postcode:	

Telephone:			
Email:			
Working relationship:			
Ask you before we contact?	Y/N	Ask you before we contact?	Y/N

YOUR SIGNATURE

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, 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.

Signature:

Date:

N.B. If your application is submitted electronically, you will be asked to sign this form if invited to interview.

EQUAL OPPORTUNITIES AND RECRUITMENT

Equality Act 2010

The Equality Act 2010 places a general duty on the Council to promote equality. This means that in everything we do, we need to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality of opportunity.
- Foster good relations between different people.

Policy Statement for Applicants with Disabilities

Under the Disability Discrimination Act 1995, employers have a duty to make reasonable adjustments where, compared to a non-disabled person, a disabled person is substantially disadvantaged by either the working arrangements (which include the recruitment process) or the working environment.

The Act defines a disabled person in the following way:

"A disabled person is anyone who has or has had a physical or mental impairment which has a substantial and long term effect on their ability to carry out normal day to day activities."