



BROSELEY TOWN COUNCIL

Application form (also provided separately as a word document)

Personal Information (*Note – this page will not be shared during shortlisting*)

Surname:	
Forenames:	
Title (Mr, Mrs, Miss, Mx etc.):	
Previous names (if any):	
Current address:	
Daytime telephone number:	
Email for correspondence:	
Do you have the right to take up employment in the UK? If no, please provide further details.	YES / NO
If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?	YES / NO



Dates you are not available for interview:

Education and Qualifications

Establishment	Qualifications gained

Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Job title, description of duties and responsibilities, reason for leaving and salary on leaving



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Other Information

Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g. computer literacy, full driving licence, etc.)?

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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 the Council? If so, when was this and what was the outcome?

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Drawing upon your experience, skill, abilities and qualifications you should demonstrate their relevance to the job that you are applying for. Use the job description and person specification as a guide and be sure to demonstrate your ability to do the job where you can. You should also explain why you are applying for this position.

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If you are successful, when could you take up your post? How many weeks' or months' notice do you have to give to your current employer?

If you have a mental or physical impairment, please give details of any special arrangements or adjustments that would assist you to attend an interview.

Referees

Please give details of two referees, one of whom must be your current or most recent employer (or, if this is an application for your first job, your school teacher or higher or further education lecturer). Neither referee should be a relative or contemporary.

First referee	Second referee

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a "protected caution" or a "protected conviction" under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. **If you have no past or pending cautions or convictions, please specify "None".**



Canvassing

All forms of canvassing will automatically disqualify candidates from employment e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Town Council? If yes, please give their name and your relationship to them

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Council processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: Date:

To be returned to: townclerk@broseley-tc.gov.uk by the closing date in the pack