Please return your completed Application Form to: [clerk@buildwas-pc.gov.uk](mailto:clerk@buildwas-pc.gov.uk)

|  |  |
| --- | --- |
| ***1. VACANCY DETAILS*** | |
| Post for which you are applying: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***2. PERSONAL DETAILS*** | | | |
| Surname: |  | First Name: |  |
| Address: |  | | |
| Contact number: |  | Email: |  |

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| --- | --- | --- |
| ***3. EDUCATION – Please list below your educational history starting with the most recent*** | | |
| Dates | University/College/School | Qualifications including Subject and Grade |
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| ***4. TRAINING – Please list below any relevant work-related training and professional qualifications obtained*** |
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| --- | --- | --- | --- |
| ***5. EMPLOYMENT – Please list below your employment history starting with the most recent*** | | | |
| Dates | Employer | Position Held, Description of Duties | Reason for Leaving |
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| ***6. EXPERIENCE & RELEVANT SKILLS – Please provide a supporting statement below detailing your suitability for the post*** |
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| --- | --- | --- | --- |
| ***7. REFERENCES – Please provide two referees one of which must be your current or most recent employer*** | | | |
| Name: |  | Position: |  |
| Address: |  | | |
| Contact number: |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Address: |  | | |
| Contact number: |  | Email: |  |

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| --- | --- | --- | --- | --- | --- |
| ***8. DECLARATION*** | | | | | |
| Are you related to a Councillor or employee of this Council? | | Yes | ☐ | No | ☐ |
| If appointed, do you have any business/financial interests that may conflict with the duties of this employment? | | Yes | ☐ | No | ☐ |
| If Yes, please give brief details: |  | | | | |

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| --- | --- | --- | --- | --- |
| ***I declare to the best of my knowledge the information contained in this application is correct*** | | | |  |
| Signed: |  | Date: |  | |

When completed, please return this to:

The Locum Clerk

(Job Application)

88 Brands Farm Way  
Randlay  
Telford  
Shropshire  
TF3 2JQ

Or email to: [clerk@buildwas-pc.gov.uk](mailto:clerk@buildwas-pc.gov.uk)