



FILEY TOWN COUNCIL
AN EQUAL OPPORTUNITIES EMPLOYER

Please use BLOCK CAPITALS and black ink, as this form may be photocopied.

POST APPLIED FOR
Post Title
Salary Grade

PERSONAL DETAILS
Surname/Family Name
First Name
Home Address
Postcode
Home Tel No
Daytime Tel No
Mobile Number
Preferred contact number
Email address

PRESENT EMPLOYMENT
Job Title
Name & Address of Employer
Date of Appointment
Period of Notice Required
Salary Grade
Please give a brief description of your major duties and responsibilities <i>(Please attach a copy of the job description if you wish)</i>

PREVIOUS EMPLOYMENT
 Please list your previous employment history in chronological order, using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name & Address of Employer	From	To	Position Held	Grade/Salary Level

EDUCATION AND TRAINING – SECONDARY EDUCATION

Name of Secondary Educational establishment	Examinations passed (proof of qualifications will be requested)		
	Subject	Level	Grade

EDUCATION AND TRAINING – FURTHER VOCATIONAL/HIGHER EDUCATION

Name of College, University etc establishment	Examinations passed (proof of qualifications will be requested)		
	Subject	Level	Grade

ADDITIONAL INFORMATION – OUTSIDE INTEREST, HOBBIES ETC

ADDITIONAL INFORMATION – REFERENCES

One reference should be your present employer (or last employer if not currently employed)

Name	Address	Status
1.		
2.		
May your references be taken up prior to interview?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

MISCELLANEOUS INFORMATION

Are you related to any Member or Senior Officer of Filey Town Council? YES NO

Where did you first see the vacancy advertised?

Do you hold a current driving licence? YES NO

Employing people with a criminal record
 Having a criminal record will not necessarily bar an applicant from employment with the Council. This will depend upon the nature of the position applied for and the circumstances and background to the offence(s).

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 1075 (as amended in 2013)?

YES NO

If YES please provide details regarding the nature of the offence and the date of the conviction/caution, reprimand or warning:

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.....

.....

YOUR SIGNATURE

It is understood that canvassing of any Member of Filey Town Council, directly or indirectly, in connection with this appointment shall disqualify the candidate.

I declare that the information given on this application is to the best of my knowledge true and complete and I understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signature Date

ACKNOWLEDGEMENT AND RETURN OF COMPLETED APPLICATION FORM

Please return the completed application form by the closing date of **12 noon on Friday 7 April 2017** and post to:

Town Clerk and Chairman of Filey Town Council
Filey Town Council
Council Offices
52A Queen Street
FILEY
North Yorkshire
YO14 9HE

Please mark the envelope 'STRICTLY CONFIDENTIAL – APPLICATION FOR THE POST OF TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER'

If you would like a written acknowledgement of receipt please enclose a stamped addressed envelope when submitting this application form.

Applications will only be accepted by receipt of a completed and signed application form.

CV's will only be accepted if accompanied by the above and will not be accepted in place of a written and signed application form.

INTERVIEW ARRANGEMENTS

We will contact you with interview details should you be successful in reaching this stage in the recruitment process.

ADDITIONAL INFORMATION

If you require any further help and assistance to apply for the position, please contact the Town Clerk on 01723 514498 or by email mail@fileytowncouncil.co.uk