

NORTHAMPTON TOWN COUNCIL APPOINTMENT OF TOWN CLERK

Northampton Town Council is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consents at the end of the form to provide the best chance of obtaining an interview. If you require any assistance, please contact Acting Town Clerk, Richard Walden at clerk@northamptontowncouncil.gov.uk. **Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets. Do not forget to include your written statement as requested on page 5 of the Application Pack.**

PERSONAL DETAILS

Family Name:

Forename(s):

Preferred Title:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained plus those currently being pursued.

Secondary School, College and/or University	Dates		Subjects studied and/or qualifications/grades obtained
	From	To	

Please note that you will be asked to produce evidence of your qualifications.

PROFESSIONAL AND TECHNICAL BODIES MEMBERSHIP

Please give details of any relevant professional or technical bodies of which you are a member by examination or subscription and any CPD you have undertaken.

Name of Institute/Professional Body	Level of Membership	Year of Award

PRESENT OR MOST RECENT EMPLOYMENT

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Please indicate the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)

Why do you/did you wish to leave your current/most recent job?

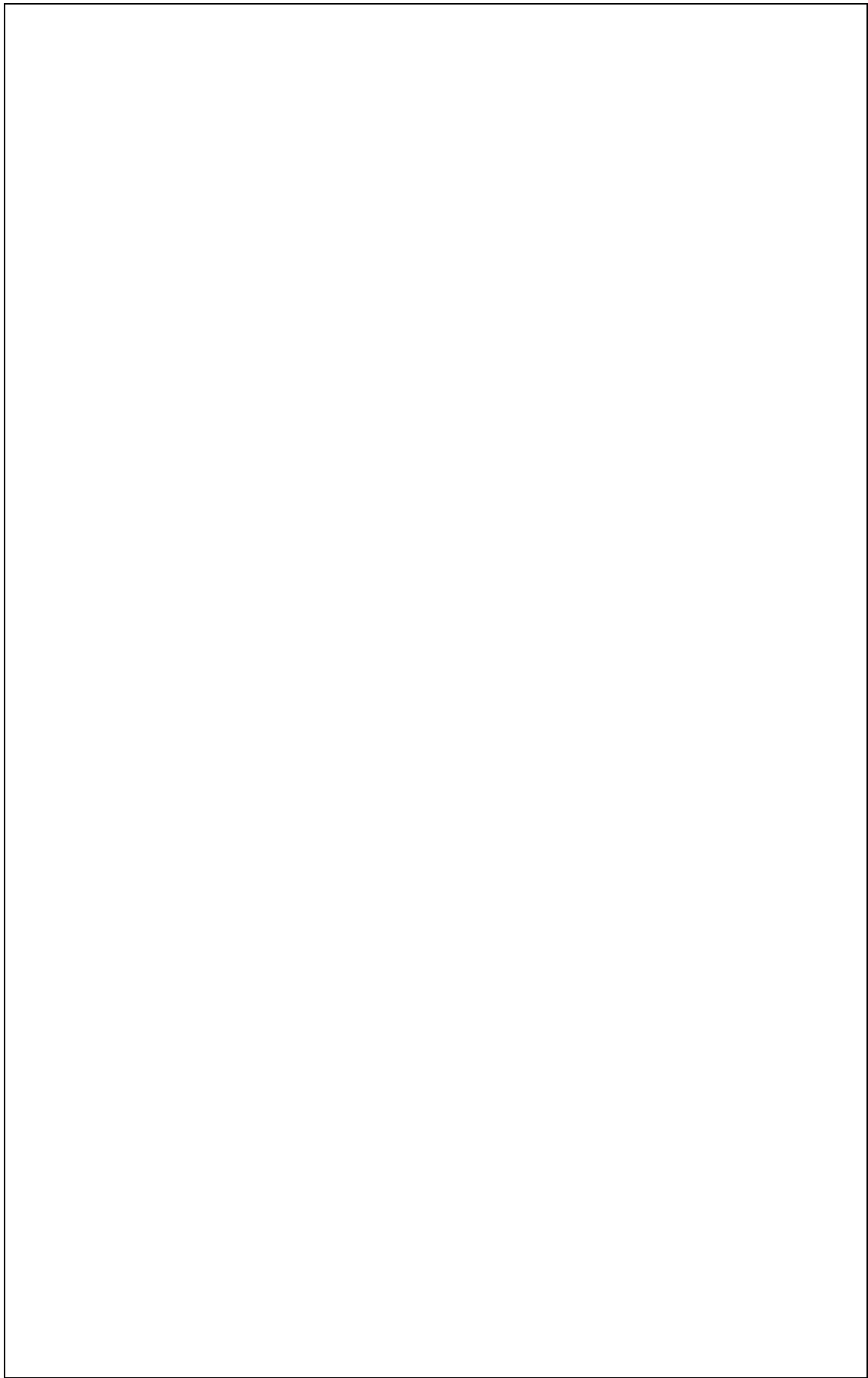
EMPLOYMENT HISTORY

Please list all 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 and Address of Employer	Employment Period		Job Title and Salary	Reason for Leaving
	From	To		

RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

The information you provide in this section is very important in assessing your application. Please give details of your knowledge, qualifications, experience, skills and ability to cope with the demands of the post, relating them to the details in the Application Pack. Please continue on additional A4 sheets if necessary.



PREVENTION OF ILLEGAL WORKING

Are you eligible to work in the UK? Yes No

Do you require a work permit to take up employment in the UK? Yes No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes No

REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
E-mail address:	E-mail address:
Tel. No.:	Tel. No.:
Capacity known to you:	Capacity known to you:

Have you any objection to the references being obtained prior to interview. Yes No

References will be obtained, and their authenticity checked if you are offered the appointment.

RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with a Councillor or employee of the Council? Yes No

If "yes", please give details.

DISABILITY DISCRIMINATION ACT 1995

Do you have a disability you wish us to know about at this stage? Yes No

If yes, to assist us in making the assessment and interview arrangements please note below if you believe there are any reasonable adjustments we should be making.

DECLARATION

I declare that all the foregoing details given in this application are true to the best of my knowledge and 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.

Signed _____ Date _____

DATA PROTECTION CONSENT

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Council's Data Privacy Statement and Policy on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

I give my consent.

Signed _____ Date _____

NOTIFICATION OF VACANCY

How did you find out about this vacancy?

Please complete all sections and do not include a CV

Remember to include the accompanying written statement indicated on page 5 of the Application Pack