

Application Form

POSITION APPLIED FOR:

Personal Details

Surname:

Title (Mr / Mrs / Miss / Ms etc.):

First Name (s):

Tel No. (Home):

Address:

Mobile No.:

Email:

May we contact you via email?

Yes No

National Insurance No:

Education, Training and Qualifications

Educational Establishment / Certificate / Qualification <i>(Please continue on a separate sheet if necessary)</i>	Grade	Date

Application Form

Current / Most Recent Employment

Employer and Address:	
Job Title:	
Date Appointed:	Present Salary: Salary grade if in local government:
Brief description of duties and responsibilities: <i>(Please continue on a separate sheet if necessary)</i>	
Reason for leaving/wanting to leave:	
Length of notice required:	Date of leaving (if applicable):

Previous Employment

Employer	Position	Salary	Dates	Reason for leaving

Application Form

Summary

Please describe the skills, qualities and experience you would bring to the role, together with your reasons for applying, and provide any other information that may assist your application. *(Please continue on a separate sheet if necessary)*

References

Please give names and addresses of two employment referees, one of which must be your most recent / current employer.

Referee: 1 Can be contacted prior to interview? Yes No

Name:

Position:

Address:

Referee: 2 Can be contacted prior to interview? Yes No

Name:

Position:

Address:

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Additional Information

Are you related to a Councillor or a member of staff? Yes No
(If yes, please give details)

Do you have a current driving licence? Yes No

Are you a car owner? Yes No

I declare that the information I have given on this form is, to the best of my knowledge, 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 give my consent to Daventry Town Council to process the data supplied on this application form for the purpose of recruitment and selection.

Signed:

Date:

Please return, with a copy of your current CV to:

Email: chiefofficer@daventrytowncouncil.gov.uk

Post to: Deborah Jewell
Town Clerk
Daventry Town Council
3 New Street
DAVENTRY
NN11 4 BT