

For office use only:

Candidate No.

Please do not submit any other paperwork apart from this application.

Position applied for.....

If offered this position will you continue to work in any other capacity? Yes No

Have you previously worked for us? Yes No If yes, when

PERSONAL DETAILS

Title Surname

Forename

Home Address

.....

.....Post code.....

Home Telephone Mobile Telephone.....

National Insurance Number

Email address.....

Are you legally eligible for employment in the UK? Yes No

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

Is your ability to perform the particular job for which you are applying limited in any way?

Yes No

If yes, how can we overcome this?

.....

Do you have a relevant current driving licence? Yes No

Please give details of any driving offences currently under endorsement:

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.....

Give details of any unspent criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974). If successful, you may be required to complete a Disclosure and Barring Service (DBS) check:

.....
.....

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent:

1. Name and address of current employer

.....
.....

Date joined Notice period required.....

Job title

Describe the work you did:

.....
.....

Salary Type of Business.....

2. Name and address of previous employer

.....
.....

Date joined Date left.....

Job title

Describe the work you did:

.....
.....

Salary Type of Business.....

3. Name and address of employer

.....
.....

Date joined Date left.....

Job Title

Describe the work you did

.....
.....

Salary Type of business.....

4. Name and address of employer

.....
.....

Date joined Date left.....

Job title

Describe the work you did

.....
.....

Salary Type of business.....

EDUCATION AND QUALIFICATIONS (including Membership of Professional Bodies)

School/Colleges Attended	Qualifications Obtained, with Grades	Dates

TRAINING (details of any relevant training courses undertaken)

Title of course	Dates

Title of course	Dates

INTERESTS AND HOBBIES

Give details of any interests you pursue which are relevant to this application:

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.....

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REFERENCES

Please provide names, addresses and occupations of two referees (not relatives), one personal and one professional, whom we may approach with regard to your application at an appropriate later date and after obtaining your permission.

Name	Name
Occupation	Occupation
Address	Address
Telephone No.	Telephone No.

Are you related to any member or employee of this Council? Yes No

If **YES**, please give full details:

.....

.....

IMPORTANT NOTICE

Failure to answer all the questions on this application, or not to reveal information which might influence a decision on whether or not to employ you, will automatically invalidate the application and the offer of employment and, where employment has been started, lead to dismissal.

DECLARATION

I, the undersigned, declare that the information given by me on this application and in any other form (including the interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not to employ me.

Signature Date

Please return this form to:

**Town Clerk and Responsible Financial Officer, Fiona Fox, Warminster Town Council,
Warminster Civic Centre, Sambourne Road, Warminster, Wiltshire, BA12 8LB**

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Date Received	Candidate Number	Interview	Interview Details		Notification
			Date	Time	
		Yes / No			
Offer Details:					