

*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:

.....  
.....

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:

.....

.....

.....

.....

**MEDICAL INFORMATION**

1. During the past three years until now, have you been treated by a doctor and/or been in hospital for any illness or injury? If yes, please give details:

.....

.....

.....

2. Are you prepared to undergo a medical examination? Yes  No

**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 Fiona Fox, Warminster Town Council, Warminster Civic Centre,  
Sambourne Road, Warminster, Wiltshire, BA12 8LB**

| <i>For office use only</i> |                  |           |                   |      |              |
|----------------------------|------------------|-----------|-------------------|------|--------------|
| Date Received              | Candidate Number | Interview | Interview Details |      | Notification |
|                            |                  |           | Date              | Time |              |
|                            |                  | Yes / No  |                   |      |              |
| Offer Details:             |                  |           |                   |      |              |