

APPLICATION NUMBER:

# BUDLEIGH SALTERTON TOWN COUNCIL

## PART I

Application for the post of: **TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**  
**(Full time 37 hours per week)**

### Personal Details

Surname	<input type="text"/>	Forenames	<input type="text"/>
Title	<input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		Date of birth	<input type="text"/>
Address	<input type="text"/>		
	Home telephone	<input type="text"/>	
	Mobile telephone	<input type="text"/>	
	Work telephone	<input type="text"/>	
	E-mail address	<input type="text"/>	
	May we contact you at work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Monitoring Information

Ethnic origin: The following categories are defined by the Commission for Racial Equality based on colour and broad ethnic group. They are not about nationality, place of birth or citizenship. Please choose one that applies to you.

White British <input type="checkbox"/>	Indian <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Black African <input type="checkbox"/>
White Irish <input type="checkbox"/>	Pakistani <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>
Chinese <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Another ethnic group <input type="checkbox"/>

Please state any other ethnic group

Disability: The definition under the Disability Discrimination Act 1995 is "If you have a physical or mental impairment that has a substantial and long term adverse effect on your ability to carry out day-to-day activities. Long term means it has lasted for 12 months or more".

Do you consider yourself to be disabled? Yes  No

If Yes above, please describe your disability.

Please let us know if you need any special help or assistance if you are invited to attend an interview.

## Convictions

Have you been convicted of a criminal offence?

Yes  No

If yes, please give details.

(Convictions which are deemed 'spent' under the Rehabilitation of Offenders Act (1974) need not be disclosed.)

## References

Please give names and full addresses of two persons who can provide references for you. They must be able to comment on your suitability for the job. One **MUST** be your present or most recent employer, or a teacher if you have not been employed before. **Please do not use relatives.**

Telephone

Telephone

E-mail

E-mail

In what capacity do you know this person?

In what capacity do you know this person?

May we approach them before interview? Yes  No

May we approach them before interview? Yes  No

## Asylum and Immigration Act 1996

Are you entitled to work in the UK?

Yes  No

If you are offered this job, confirmation of your appointment will be subject to you providing a document issued by either a previous employer, the Inland Revenue, the DSS or the Employment Service confirming your National Insurance Number. If you do not have a National Insurance Number you will need to supply some other appropriate document confirming that you are eligible to live and work in the United Kingdom.

## Declaration

Canvassing of any Councillor or officer of the Council, directly or indirectly, for any appointment of employment will result in immediate disqualification.

In accordance with local government legislation you are required to provide the following information:

Are you related to any Councillor or senior officer of the Parish Council?

Yes  No

If yes, please state the name of the Councillor or senior officer, and your relationship to him/her.

**I confirm the above information to be correct and acknowledge that an untruthful statement made by me will prejudice my application and if appointed may result in my dismissal from the Council's service.**

Signed

Date

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## PART II

**Application for the post of: TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER**  
**(Full time 37 hours per week)**

### Education

List here all schools, colleges, university etc. you have attended since the age of 11.

Date		Name of school, college, university etc.	Give details of subjects studied, examinations taken and results
From	To		

## Training

Give details of any relevant training received and/or courses attended, including dates.

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## Employment History

### Present or Last Post

Employer's name

--

Employer's address

--

Post title

--

To whom responsible  
(name and position)

--

Date appointed

--

Period of notice

--

Is your employment permanent?

Yes  No

If not, when will it end?

--

Annual salary

--

Date left (if applicable)

--

Other benefits

--

Reason for leaving /  
wanting to leave

--

Description of duties, responsibilities and achievements.

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### Previous Posts

Please give details of other positions held since completing full-time education, starting with the most recent and working back. Please include periods of relevant voluntary work and work experience.

Date		Name of employer	Position and main duties	Reason for leaving/ end salary
From	To			

## Activities Outside Work

Please give details of learning or activities outside work that are relevant to the job you are applying for. This may include skills gained during career breaks, voluntary activities or home based work, etc. Please explain how they have increased your experience and abilities.

## Driving

Do you hold a current driving licence?

Yes  No

Please give details of any endorsements.

## Membership of Professional Institutes or Bodies

Institute/Body	Class of Membership	Year of Election (indicate if by examination)

## Additional Information

Please provide details as to why you are applying for this post; and what you can offer in terms of your abilities/skills/aptitudes/experience/achievements/personality.

Continue on a separate sheet if necessary. Any additional sheets should be secured to the application.