



# CULLOMPTON

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## TOWN COUNCIL

### Application for Employment

**POST APPLIED FOR: Committee Clerk & Project Officer**

<b>Last Name:</b>	<b>First Names:</b>
<b>Address</b>	<b>Date of Birth:</b>
<b>Postcode:</b>	<b>Contact phone No.</b>
	<b>Email Address</b>

Are there any dates you would not be available for interview within 2 weeks of closing date?

If you have a disability, please tell us about any adjustments we may need to make to assist you with the selection process.

Are there any restrictions on your employment? e.g. do you require a work permit **YES/NO\***

\* If you answer YES please supply details on a separate sheet of paper

**Criminal Convictions**

Do you have any criminal convictions which are not yet regarded as 'spent' under the Rehabilitation of Offenders Act 1974 or are there any proceedings against you?

**YES**

**NO**

If yes, please provide details:

**Relationship to Cullompton Town Councillor or Cullompton Town Council Employee**

To your knowledge are you related to any member or employee of Cullompton Town Council?

**YES**  **NO**

If yes, please provide details:

NB. Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.

**Why Would you like this role?**

Please tell us why you would like this role.

Continue on a separate sheet if necessary

**REFEREES**

Two references will be required, both of whom should be able to comment on your work/career background. Please include your current / most recent employer.

<b>First Referee</b>	<b>Second referee</b>
Name:	Name:
Address	Address
Contact telephone number:	Contact telephone number:
Email address:	Email address:
How long have they known you?	How long have they known you?
In what capacity?	In what capacity?
Can the person be contacted prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	Can the person be contacted prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>
Notice to be given to terminate present employment?	Please indicate where you saw the advertisement for this post:
I confirm that the information provided throughout this application form is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.	
SIGNED: _____ DATE: _____	

**Education & Training** (From age 11)

Please give details of your qualifications

Qualification (Type & Subject)	GRADE/LEVEL ATTAINED	DATE ACHIEVED (MM/YY)	Name of School, College, University etc, and town / city

**Training**

Please give details of any training you may have undertaken that may be relevant to the job. Include the name and level of any qualification and the date of the training :

Continue on a separate sheet if necessary

**Membership of Professional Body**

Name of Professional Body	Membership level	Date Achieved

**Employment History****Current or Most Recent Employer**

Date Started	Date left	Name and Address of employer	Post held & brief outline of duties	Present Salary / Grade & reason for leaving

PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, please include any voluntary work you have done.

Date Started	Date left	Name and Address of employer	Post held & brief outline of duties	Salary / Grade & reason for leaving

Continue on a separate sheet if necessary.

**Your Skills and Experience.**

We want to know what relevant skills you have and what relevant experience you have to offer. Make sure that you state your skills and experience in relation to the main duties and responsibilities detailed in the Job Description and Person Specification and that you give us examples of when /how you have used the skills.

Continue on a separate sheet if necessary

Thank you for completing the application form. The completed application must be received by the Town Council (either a hard copy or by email to [Town.clerk@cullomptontowncouncil.gov.uk](mailto:Town.clerk@cullomptontowncouncil.gov.uk)) by noon on 31<sup>st</sup> May 2024.