



BOROUGHBRIDGE TOWN COUNCIL

APPLICATION FORM

Application for employment as: **Assistant Town Clerk**

Name

Address

.....

Postcode

Landline.....

Mobile... ..

Email

1. EDUCATION

Please provide details of secondary school examinations passed (with grades)

2. FURTHER EDUCATION AND QUALIFICATIONS

Please provide details of any Further Education or Professional Qualifications held

3. TRAINING

Please provide details of any training and development you have had that you feel would be relevant to this job

4. EMPLOYMENT HISTORY

1. Present Employer

Address

.....

.....

Postcode

Job Title

Describe your main responsibilities

Length of time in this role

Reason for leaving/moving on

2. Previous employer

Address

.....

.....

Postcode

Job Title

Describe your main responsibilities

Length of time in this role

Reason for leaving/moving on

3. Previous employer

Address

.....

.....

Postcode

Job Title

Describe your main responsibilities

Length of time in this role

Reason for leaving/moving on

5. PERSONAL STATEMENTS

Please tell us why you applied for this job and why you think you could perform well in this job?

How do you think your most recent work colleagues in your last job would describe you?

What is it about this job that appeals to you?

6. REFERENCES

If shortlisted for interview you will be required to provide 2 references. Your referees should not be from amongst your family but should be from amongst your recent employers (at least one referee must be from your most recent employment history), recognised clubs/societies/community groups or professional bodies. References will not be taken up before interview and will only be taken up with your prior permission.

1. Name

Role/Position.....

Relationship with the referee

Length of time you have known the referee

Telephone number of the referee

E Mail address of the referee

2. Name

Role/Position.....

Relationship with the referee

Length of time you have known the referee

Telephone number of the referee

E Mail address of the referee

I confirm that to the best of my knowledge the information I have provided on this form is correct

Name

Signature

Date