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| **A close up of a sign  Description generated with very high confidence** |

**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

**This application form is designed to be completed in Microsoft Word. The document is unprotected, allowing you to add rows to tables if necessary.**

**Please use font size 12 and do not alter the formatting of the document in other ways. Please use this application form. Do not send a CV as these will not be considered.**

**Closing date**: **NOON on 20 JUNE 2022.**

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| **JOB TITLE: RESPONSIBLE FINANCE OFFICER** |

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| **EMPLOYMENT RESTRICTIONS / REGULATIONS**  Please place an ‘X’ in the most appropriate boxes | | | | |
| In accordance with the **Immigration, Asylum and Nationality Act 2006** are you entitled to work in the UK?  If **NO**, please give details (or give details when any current work permit/visa is due to expire) |  | **YES** |  | **NO** |
|  | | | |
| To the best of your knowledge are you related to any member of Staff or Councillor |  | **YES** |  | **NO** |

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| **PERSONAL DETAILS** | | | | |
| **YOUR PERSONAL INFORMATION** | | | | |
| **Title:** | **Surname:** | **Forenames:** | | **Preferred Name:** |
| **Address:** | | | **Home:** | |
|  | | | **Work:** | |
|  | | | **Mobile:** | |
| **Post Code:** | | | **Email:** | |

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| **DRIVERS DETAILS Please tick as appropriate** | | | | |
| Do you hold a full current driving licence? |  | **YES** |  | **NO** |
| Do you have access to a vehicle? |  | **YES** |  | **NO** |

**Please indicate your earliest start date:**

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| **RECRUITMENT INFORMATION** |

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

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| **PRESENT OR LAST EMPLOYMENT** | | | | | |
| **Dates** | | **Name of Present or Last Employer** | **Job Title** | **Salary** | **Notice Period** |
| **From** | **To** |
|  |  |  |  |  |  |
| **Please supply a brief description of your main duties:** | | | | | |
| **Please give your reason(s) for wanting to leave:** | | | | | |

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| **EMPLOYMENT HISTORY – last 10 years only**  Please list the most recent appointment first, in date order. Provide details of any breaks in employment and the reason(s). |

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| **Dates** | | **Name of Employer** | **Job Title** | **Reason(s) for Leaving** |
| **From** | **To** |
|  |  |  |  |  |
| **Brief Description of Main Duties** | | | | |

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| **Dates** | | **Name of Employer** | **Job Title** | **Reason(s) for Leaving** |
| **From** | **To** |
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| **Brief Description of Main Duties** | | | | |

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| **Dates** | | **Name of Employer** | **Job Title** | **Reason(s) for Leaving** |
| **From** | **To** |
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| **Brief Description of Main Duties** | | | | |

**If there have been any breaks in employment during the last five years please give reasons and dates:**

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| **PROFESSIONAL MEMBERSHIP**  Please give details of any professional membership you feel may be **relevant** to the person specification |

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| **Professional**  **Body** | **Date Obtained** | **By Exam (Yes/No)** | **Reg No** | **Details** |
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| **QUALIFICATIONS/TRAINING/SCHOOL**  Please give details of any qualifications/training you feel may be **relevant** to the job description |

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| **Qualifications/Training Event/Location or Institute** | **Grades (if applicable)** | **Year Obtained** |
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**If necessary, please add additional rows to the table above to enable you to add details of other qualifications.**

**Do you consider yourself to have a disability?** Yes /No

**Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process:**

**Please tell us if there are any dates when you will not be available for interview:**

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| **REASONS FOR APPLICATION**  In this section you are asked to outline why you applied for this job and why you think you are the best person for the job; how your knowledge, skills and experiences meet the Job Description and Person Specification. You should draw on you experiences from your current or previous roles or from other relevant situations (such as education, leisure or voluntary activities). |

Guidance note: Please submit no more than two A4 pages typed in Arial font, size 12.

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| **REFERENCES**  Please supply details of two referees (who are not related to you and cover the last five years of employment), the first **must** be your present or last employer or if you are leaving education for the first time, your school / college / university tutor. Please indicate if your second referee is employment (preferable) or personal. Both referees should be able to comment upon your ability to meet the person specification criteria for the post that you are applying for. References will be sought after the interview and then only for the successful applicant. |

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| **First Referee**  **(Present or last manager or education tutor)** | | | **Second Referee**  **Dates covered** | | |
| Name: | | | Name: | | |
| Position: | | | Position: | | |
| Company: | | | Company: | | |
| Address: | | | Address: | | |
| Post Code: | | | Post Code: | | |
| Telephone number: | | | Telephone number: | | |
| Email address: | | | Email address: | | |
| **May we contact immediately?** | **YES** | **NO** | **May we contact immediately?** | **YES** | **NO** |

**Where did you hear about this post?**

|  |  |
| --- | --- |
| **Source** | **✓** |
| Town Council Website |  |
| The Cumberland & Westmorland Herald |  |
| Cumbria Association of Local Councils |  |
| Facebook |  |
| Indeed or other recruitment website |  |
| Other – please identify |  |

**Job Application Privacy Notice**

When you apply for a vacancy at Penrith Town Council and have sent us your application, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the application process and interviews. Your personal information will not be shared with any third party. The Council therefore require your agreement to the below:

I agree that I have read and understand Penrith Town Councils Privacy Policy which is available on the Town Council website. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Penrith Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request my details are removed from your database.

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| **Name** |  |
| **Date of birth if under 18** |  |
| **Parental/Guardian Consent for any data processing activity** |  |
| **Address** |  |

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| **Email Address** |  |

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| **Signature** |  |
| **Date** |  |

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| **DECLARATION** |
| By signing this form, you declare that to the best of your knowledge the information you have given is correct. You understand that any false or misleading information together with withholding relevant information may lead to your application being disqualified, or the withdrawal of a job offer, or if you have been appointed, to your dismissal. |
| **SIGNED (or Print):**  **DATED:** |

Canvasing directly or indirectly will disqualify you. You are, of course, welcome to contact us if you have questions before submitting your application.

All information contained in this form will be treated as **STRICTLY CONFIDENTIAL.**

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| **THANK YOU FOR COMPLETING THIS FORM** |

Please make sure that you have supplied any additional information or documental evidence that is required.

We would like to thank you for your application and wish you every success, however if you have not heard from us within 4 weeks of the closing date, please assume that you have not been successful on this occasion.

Please return this application to:

[townclerk@penrithtowncouncil.co.uk](mailto:townclerk@penrithtowncouncil.co.uk) with ‘SO APPLICATION’ in the subject line.