



APPLICATION FORM FOR EMPLOYMENT

Please return this form to the address given in the Application Pack via post or email.

Application for the post of	Senior Administrative Officer/Committee Clerk
Closing date	12 Noon Friday 24th June 2022
How did you hear about this job?	

Part A

Personal Details

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Preferred Title (e.g. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number	
Email Address	

Part B
Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary (£) p/a		If part time, please give hours per week	
Please give details of your main tasks and responsibilities – and if applicable your reason for leaving			
Please explain why you are applying for this post at this time:			

Part C
Employment History

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your full employment history from when you left school or higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer.

Name and Address of Employer	Dates From / To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Part D

Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most recent first)	Grade and Date Achieved	Name of Educational Establishment and / or Professional or Awarding Body

Part E

Training / Continuing Professional Development

Please give details of relevant training /development activities		
Training Course and Organiser or Development Activity	Time Spent	Outcome – Grade Achieved (where applicable)

Part F

Personal Statement

You may continue onto a separate sheet if you need to.

Key Competencies, Knowledge and Skills: referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.)

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

**Part G
Supplementary Information**

Transport: Do you hold a current driving licence?	Yes / No
What categories of driving licence do you hold?	
Are you willing and able to travel to meet the requirements of the post (please delete as appropriate)	Yes / No
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
Positive About Disability: we welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability (please delete as appropriate)	Yes / No
If 'yes' and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes / No
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent'	

**Part I
Declaration**

Declaration			
<ul style="list-style-type: none">• I confirm that I am eligible and entitled to live and work in the United Kingdom• I am willing for this data to be held and processed by Witney Town Council and if necessary be verified with relevant third parties. This may include previous employers.• The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, may be referred to the police			
Signed		Date	

