Applicant No.

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**APPLICATION FOR EMPLOYMENT**

**Completed Application Forms must be returned by:**

**Midnight on Monday 28th February 2022**

**To: Northampton Town Council, Guildhall, St Giles Square, Northampton NN1 1DE**

**Email:** **clerk@northamptontowncouncil.gov.uk**

**CONFIDENTIAL**

**Please complete in black ink or type**

**Application for the post of: Democratic Services Officer
Your name:**

**Employment History**

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

|  |
| --- |
| **Present (or most recent) Employment** |
| Name and Address of Employer: |  |
| Position Held |  | Is this your current job? | Yes / No |
| Start Date |  | Leaving Date (if applicable): |  |
| Notice Required |  | Basic Salary / Wage |  |
| Other Allowances |  | Reason for Leaving |  |
| Key responsibilities and / or achievements: |
| 1.2.3.4. |

|  |
| --- |
| **All Previous Employment** |

|  |  |  |
| --- | --- | --- |
| Name and Full Address of Employer | Start date, leaving date, position held and main responsibilities – giving salary | Reason for Leaving |
|  |  |  |
| *Please continue on a separate sheet if necessary* |
| **Please give details relating to any gaps in your employment history** |
|  |

**Education**

Please provide brief details of your education. Please enter most recent first

|  |  |
| --- | --- |
| Name of Educational Establishment (School, College, University etc) | Qualifications obtained with dates, subjects and grades |
|  |  |

*Please continue on a separate sheet if necessary*

**Training**

Please provide details of all training and development undertaken relevant to this post

|  |  |
| --- | --- |
| Training Course and Organiser/ Development Activity | Date and Outcome (Grade Achieved where relevant) |
|  |  |

*Please continue on a separate sheet if necessary*

**Membership of Professional Bodies**

|  |  |
| --- | --- |
| Body | Membership Type |
|  |  |

**Knowledge and Skills**

|  |
| --- |
| Please state why you are interested in this position and give details of your skills, knowledge and experience relevant to this post, taking account of any information you have been sent relating to this job. Reference can be made to voluntary work and other interests. Please continue on a separate sheet if necessary. |

*Please continue on a separate sheet if necessary*

**References**

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education, please give the name of your tutor or lecturer. Please indicate by marking clearly with as asterisk (\*) if you do not want us to contact them prior to a conditional offer being made.

|  |  |
| --- | --- |
| Name | Address |
| Email Address if available |  |
|  |  |  |  |
| Position Held |  | Day Contact Number |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Name | Address |
| Email Address if available |  |
|  |  |  |  |
| Position Held |  | Day Contact Number |  |
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**Interview Arrangements**

If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details

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|  |

**I confirm that to the best of my knowledge and belief the information I have given on this form is true and correct.**

|  |  |
| --- | --- |
| **Signed**  | **Dated** |
| **Your address:** |  |
| **Tel:** | **Email:**  |

**Data Protection:** The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment