|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |       | Surname: |       |
|  |  |  |  |
| Address: |       |
|  |       |
| Post Code: |       |  |
|  |  |  |  |
| Contact Phone Number: |       |
|  |  |  |  |
| Email address: |       |



**Bletchley and Fenny Stratford Town Council**

|  |
| --- |
| Job Application Form |
|  |
| Post Applied For:       |

Personal Details

Current or Last Employer

|  |  |
| --- | --- |
| Employers Name: |       |
|  |  |
| Position Held: |       |
|  |  |
| Employment Address: |       |
|  |  |
| Post Code: |       |
|  |  |
| Date Started: |       | Date Finished: |       |
|  |  |  |  |
| Salary: | £       |  |
|  |  |  |
| Reason for leaving: |       |
|  |  |
| Brief Summary of your duties: |       |
|  |  |
| When would you be available for employment? |       |

Previous Employment

|  |  |
| --- | --- |
| Employers Name: |  |
|  |  |
| Position Held: |       |
|  |  |
| Employment Address: |       |
|  |
| Post Code: |       |
|  |  |
| Date Started: |       | Date Finished: |       |
|  |  |  |  |
| Salary: | £       |  |
| Reason for leaving: |       |
|  |  |
| Brief Summary of your duties: |       |
| Employers Name: |       |
|  |  |
| Position Held: |       |
|  |  |
| Employment Address: |       |
|  |
| Post Code: |       |
|  |  |
| Date Started: |       | Date Finished: |       |
|  |  |  |  |
| Salary: | £       |  |
| Reason for leaving: |       |
|  |  |
| Brief Summary of your duties: |       |
| Employers Name: |       |
|  |  |
| Position Held: |       |
|  |  |
| Employment Address: |       |
|  |
| Post Code: |       |
|  |  |
| Date Started: |       | Date Finished: |       |
|  |  |  |  |
| Salary: | £       |  |
| Reason for leaving: |       |
|  |  |
| Brief Summary of your duties: |       |

Previous Employment continued

|  |  |
| --- | --- |
| Employers Name: |       |
|  |  |
| Position Held: |       |
|  |  |
| Employment Address: |       |
|  |
| Post Code: |       |
|  |  |
| Date Started: |       | Date Finished: |       |
|  |  |  |  |
| Salary: | £       |  |
| Reason for leaving: |       |
|  |  |
| Brief Summary of your duties: |       |
| Employers Name: |       |
|  |  |
| Position Held: |       |
|  |  |
| Employment Address: |       |
|  |
| Post Code: |       |
|  |  |
| Date Started: |       | Date Finished: |       |
|  |  |  |  |
| Salary: | £       |  |
| Reason for leaving: |       |
|  |  |
| Brief Summary of your duties: |       |
| Employers Name: |       |
|  |  |
| Position Held: |       |
|  |  |
| Employment Address: |       |
|  |
| Post Code: |       |
|  |  |
| Date Started: |       | Date Finished: |       |
|  |  |  |  |
| Salary: | £       |  |
| Reason for leaving: |       |
|  |  |
| Brief Summary of your duties: |       |

Education History (since aged 11)

|  |  |  |
| --- | --- | --- |
| Dates (MM/YY) | School, University or College | Examinations, Subject & Result |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
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|       |       |       |
|       |       |       |

Please note that you may be required to provide evidence

Job Related Training/Professional Qualifications

Please list memberships of professional institutes and details of any non-vocational training undertaken. For each entry, specify the awarding body and the standard or level attained. Arrange entries in reverse chronological order, beginning with the most recent.

|  |  |  |
| --- | --- | --- |
| Dates (MM/YY) | Awarding body/Institute | Qualifications/Membership Level |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

Please note that you may be required to produce evidence

Supporting Statement

In the section below, please provide a detailed supporting statement. Your response should clearly demonstrate how your skills, experience, qualifications, and personal attributes are relevant to the role. You are advised to refer directly to the job description and person specification, addressing the essential and, where applicable, desirable criteria. You should also outline your reasons for applying for this position and explain how your background makes you a suitable candidate.

|  |
| --- |
|       |

References

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer. Please note that for certain posts the Town Council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

1. **First Reference**

|  |  |
| --- | --- |
| Name: |       |
|  |  |  |
| Address: |       |
|  |       |
| Post Code: |       |  |
|  |  |  |
| Relationship: |       |  |
|  |  |  |
| Contact Number: |       |  |
|  |  |  |
| Email address: |       |  |
|  |  |  |
| Can we contact before the interview? (please state yes or no) |       |  |

1. **Second Reference**

|  |  |
| --- | --- |
| Name: |       |
|  |  |  |
| Address: |       |
|  |       |
| Post Code: |       |  |
|  |  |  |
| Relationship: |       |  |
|  |  |  |
| Contact Number: |       |  |
|  |  |  |
| Email address: |       |  |
|  |  |  |
| Can we contact before the interview? (please state yes or no) |       |  |

Disability Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability, we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

|  |  |
| --- | --- |
| Do you have a disability which you wish us to know about at this stage? (Please state Yes or No) |       |

If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

|  |  |
| --- | --- |
| Are you legally entitled to live and work in the UK and are able to produce documentation? (Please state Yes or No) |       |

Further Information and Declaration

**Canvassing**

All forms of canvassing will automatically disqualify candidates from employment, e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

|  |  |
| --- | --- |
| Are you related to a Councillor or Officer of the Town Council? (Please state Yes or No) |       |

If yes, please provide:

|  |  |
| --- | --- |
| Name: |       |
|  |  |
| Relationship: |       |

Mobility

|  |  |
| --- | --- |
| If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties? Note: the person specification / job description will indicate what is required. (Please state Yes or No) |       |

Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand that information from this form may be computerised for personnel / employee administration / equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989.

Warning: any person appointed to the Town Council having given false information will be liable to dismissal without notice.

|  |  |
| --- | --- |
| Signed: |       |
|  |  |
| Date: |       |
|  |  |

Once you have completed this form and signed it, please return to the Town Council by email to

clerk@bletchleyfennystratford-tc@gov.uk

Alternatively, you can deliver/post it to the main office at:

Bletchley and Fenny Stratford Town Council

Sycamore House

Drayton Road,

Bletchley

MK2 3RR