



Lutterworth Town Council

Coventry Road
Lutterworth
Leicestershire
LE17 4SH



Telephone: (01455) 550225
www.lutterworth.org.uk

APPLICATION FORM

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Lutterworth Town Council is an equal opportunities employer. All applications will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic.

Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consents at the end of the form. If you require any assistance, please contact the office as shown above. The form should be completed in full, and only A4 sized paper should be used for any continuation sheets.

PERSONAL DETAILS

Family Name:

Forename(s):

Preferred Title:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained plus those currently being pursued.

Secondary School, College and/or University	Dates		Subjects studied and/or qualifications/grades obtained
	From	To	

Please note that you will be asked to produce evidence of your qualifications.

PROFESSIONAL AND TECHNICAL BODIES MEMBERSHIP

Please give details of any relevant professional or technical bodies of which you are a member.

Name of Institute/Professional Body	Level of Membership

TRAINING COURSES

Please give details of any relevant training courses that you have completed.

Course Title and Duration	Provider	Date

OUTSIDE INTERESTS AND EXPERIENCE

Please give details of any outside interests or experience which you feel may be relevant to your application.

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EMPLOYMENT HISTORY

CURRENT / MOST RECENT EMPLOYMENT

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Please provide a list of the main duties and responsibilities of your current or most recent job.
(Please attach a copy of the job description if you wish.)

Why do you/did you wish to leave your current/most recent job?

Please list all your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and Salary	Reason for Leaving
	From	To		

RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

The information you provide in this section will help us to assess your application. Please explain why you feel that you are suitable for the role, giving details of your knowledge, experience, skills and ability to cope with the demands of the post. Please refer to the Job Description and ensure that the information that you give is relevant. Please continue on additional A4 sheets if necessary.

PREVENTION OF ILLEGAL WORKING

Are you eligible to work in the UK? Yes No

Do you require a work permit to take up employment in the UK? Yes No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes No

DRIVING LICENCE

Do you hold a current driving licence? Yes No If "yes" please state type of licence you hold:

Are you a car owner or do you have a car at your disposal? Yes No

Do you have any current endorsements? Yes No If "Yes", please specify:

REFERENCES

Please give details of two people who we could contact and would be willing to supply a reference for you. At least one reference must be a recent employer, ideally your current employer if applicable.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
E-mail address:	E-mail address:
Tel. No.:	Tel. No.:
In what capacity are they known to you?	In what capacity are they known to you?

Have you any objection to the references being obtained prior to interview. Yes No

References will be obtained and their authenticity checked if you are offered the appointment.

RELATIONSHIPS

To your knowledge are you related to, or have any relationship with, an Elected or Co-opted Member or employee of the Council? Yes No

If "yes", please give details.

DISABILITY DISCRIMINATION ACT 1995

Do you have a disability you wish us to know about at this stage? Yes No

If yes, please note below if you believe there are any reasonable adjustments that we should be making.

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

DECLARATION AND DATA PROTECTION ACT CONSENT

I declare that the details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading then this will be sufficient grounds for disqualification from the application process and appointment. I further understand that if the information I have given is found to be untrue or misleading after I have been appointed, this will be grounds for dismissal from any employment gained.

Signed _____ Date _____

DATA PROTECTION CONSENT

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment. If I am successful in securing employment with the Council this form and the information in it will be retained in my personnel file for such time as I am an employee, and for up to six years after the end of my employment. If I am unsuccessful in my application this form will only be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

- I give my consent.
- I wish to find out more information or to check what personal data is being collected and processed before giving my consent.

Signed _____ Date _____

ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

When completed, and in order to ensure confidentiality, please return the application form by post to:-

Cllr Richard Nunn
Chairman – Staffing Committee
Lutterworth Town Council
Coventry Road
Lutterworth
LE17 4SH

Please mark the envelope “**Confidential – Application for the post of Clerk / RFO**”. If you would like an acknowledgement of receipt, please enclose a stamped addressed envelope.