Pateley Bridge Town Council

Job Application form

Personal information

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| Application for employment | | | | | | | | |
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| Return this form with a covering letter to: Ms Laura Jowett [clerk@pateleybridgetowncouncil.gov.uk](mailto:clerk@pateleybridgetowncouncil.gov.uk) | | | | | | | | |
| Position applied for: Clerk & Responsible Financial Officer to the Council | | | | | | | | |
| **Personal Details** | | | | | | | | |
| Name: | |  | | | | | | |
| Address: | | | | | | | | |
| Email: | |  | | | | | | |
| Telephone: | |  | | | | | | |
| National Insurance No: | |  | | | | | | |
|  | | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes | |  | No |  |
| If no, please provide details. | | | | | | | | |
| **Education** | | | | | | | | |
| Please provide your education history here: | | | | | | | | |
| **Employment History – most recent first** | | | | | | | | |
| Name of Employer | Job title and main duties | | | | Date of departure and reason for leaving | | | |
|  |  | | | |  | | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | |
|  | | | | | | | | |
| **References** | | | | | | | | |
| Please note here the names, company name and addresses of two persons from whom we may obtain both work and character references. NB: *No approach will be made to your present employer or past employer before an offer of employment is made to you* | | | | | | | | |
| 1. | | | 2. | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | |
| **Personal development** | | | | | | | | |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant: | | | | | | | | |
|  | | | | | | | | |
| **Data protection statement** | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment. If you are unsuccessful, your personal data will be held for no longer than six months. | | | | | | | | |
| **Declaration** | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. | | | | | | | | |
| **Signed:** | | | | | | | | |
| **Date:** | | | | | | | | |