



Applicant No.  
(Office use only)

## APPLICATION FOR EMPLOYMENT – ASSISTANT CLERK

Completed Application Forms must be returned by:  
**Friday, 26<sup>th</sup> March 2021**

To:

The Clerk, Kidsgrove Town Council, Victoria Hall, Kidsgrove, Staffordshire, ST7 4EL  
Email – [Townclerk@kidsgrovetowncouncil.gov.uk](mailto:Townclerk@kidsgrovetowncouncil.gov.uk)  
Printed copies of the application form can be provided by arrangement.

### CONFIDENTIAL

Please complete in black ink or complete electronically.

Application for the post of: Assistant Clerk, Kidsgrove Town Council.

#### Personal Details

|                  |  |
|------------------|--|
| Name:            |  |
| Address:         |  |
| Telephone Number |  |
| Mobile Number    |  |
| Email address    |  |

## Employment History

Please provide details of your work history and experience including previous posts, your present employer and unpaid voluntary or casual work.

### Present (or most recent) Employment

Name and Address of Employer, If self-employed give brief details:

Position Held

Dates Employment Started

Date Employment ended or state if still in post

Reason for leaving if nit still in post

Key responsibilities and / or achievements:

1.

2.

3.

4.

5.

6.

**All Previous Employment**

| Name and Full Address of Employer | Duration of employment, position held and main responsibilities. | Reason for Leaving |
|-----------------------------------|--|--------------------|
|                                   |  |                    |

*Please continue on a separate sheet if necessary*

**Please give details relating to gaps in your employment history**

|  |
|--|
|  |
|--|

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

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

*Please continue on a separate sheet if necessary*

**Training (if any)**

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

| Training Course and Organiser/ Development Activity | Outcome – Grade Achieved where relevant |
|---|---|
|   |   |

*Please continue on a separate sheet if necessary*

**Knowledge and Skills**

Please provide information relating to the knowledge and skill that you have that make you a suitable applicant for this post and explain/evidence your points. It is advised that you refer to the person specification and job description. Continue on a separate sheet if required.

**Reason that you are best suited to the role.**

Please tell us why you applied for this job and why you think you are the best person for the job.

A large empty rectangular box intended for the applicant to provide their response to the question above.

## References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One should be your present or a recent employer. These will not be contacted unless the Council considers offering you the role and not without your permission at that time.

|                                  |                                  |
|----------------------------------|----------------------------------|
| Position Held<br>Name<br>Address | Position Held<br>Name<br>Address |
| Email                            | Email                            |
| Phone No                         | Phone No                         |

## Declaration

I declare that that this application form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the Data Protection Act 2018 that the information contained in this application form may be processed by Kidsgrove Town Council, who will ensure the information will not be disclosed to any person/s for any other purposes or used for any purpose other than for this job application. The council's privacy policy and statement can be found on its website.

I give my permission for the Council to process and retain information about me contained in this form for the purpose of this job application.

Signed.....

Dated .....