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**Application for Assistant to the Clerk**

Completed application forms must be returned marked private and confidential by 5pm on 28th June 2024

Applications must be addressed to the Town Clerk, Kidsgrove Town Council, Victoria Hall, Kidsgrove ST7 4EL or by email to [townclerk@kidsgrovetowncouncil.gov.uk](mailto:townclerk@kidsgrovetowncouncil.gov.uk)

Printed copies can be provided by prior arrangement

**Confidential**

Please come in black ink or electronically

**Personal Details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
|  |  |
| Mobile Number |  |
| Email Address |  |

**Employment History**

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

|  |  |
| --- | --- |
| Present (or most recent) employment |  |
| Name and address of employer, if self employed give brief details |  |
| Post held |  |
| Date of employment (Started) |  |
| Date of employment (ended or state if still in post) |  |
| Reason for leaving if still in post |  |

**Previous Employment**

|  |  |  |
| --- | --- | --- |
| Name and address of employer | Duration of employment, position held and main responsibilities | Reason for leaving |
|  |  |  |

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

|  |  |
| --- | --- |
| Name of education establishment  (School, College, University, etc.) | Qualifications obtained with subjects and grades |
|  |  |

**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 |
|  |  |

**Knowledge and Skills**

Please provide information relating to the knowledge and skills 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

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|  |

**Reason that you are 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

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| --- |
|  |

**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 most recent employer

|  |  |
| --- | --- |
| Position held  Name  Address | Position held  Name  Address |
| Email | Email |
| Telephone | Telephone |

**Criminal Convictions**

Please provide details of any upsent criminal convictions. Please refer to [www.gov.uk](http://www.gov.uk) if require further information on what convictions could be spent [www.gov.uk/tell-employer-or-college-about-criminal-record](http://www.gov.uk/tell-employer-or-college-about-criminal-record)

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| --- |
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**Declaration**

I declare that this application form has been completed by me and all 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 that 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 Councils 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:

Date: