



Penrith Town Council

CONFIDENTIAL APPLICATION FOR EMPLOYMENT

This application form is designed to be completed in Microsoft Word. The document is unprotected, allowing you to add rows to tables if necessary.

Please use font size 12 and do not alter the formatting of the document in other ways. Please use this application form. Do not send a CV as these will not be considered.

Closing date: NOON on 20 MAY 2022.

Applicants shortlisted for interview will be informed by 17:00 hours on **23 MAY 2022.**

Interviews: 9 JUNE 2022

JOB TITLE

RESPONSIBLE FINANCE OFFICER

EMPLOYMENT RESTRICTIONS / REGULATIONS
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Please place an 'X' in the most appropriate boxes

In accordance with the Immigration, Asylum and Nationality Act 2006 are you entitled to work in the UK?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If **NO**, please give details (or give details when any current work permit/visa is due to expire)

To the best of your knowledge are you related to any member of Staff or Councillor	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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PERSONAL DETAILS

YOUR PERSONAL INFORMATION			
Title:	Surname:	Forenames:	Preferred Name:
Address:		Home:	
		Work:	
		Mobile:	
Post Code:		Email:	

DRIVERS DETAILS				
Please tick as appropriate				
Do you hold a full current driving licence?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Do you have access to a vehicle?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Please indicate your earliest start date:

RECRUITMENT INFORMATION

**No approach will be made to your present employer or past employer before an offer of employment is made to you.*

PRESENT OR LAST EMPLOYMENT					
Dates		Name of Present or Last Employer	Job Title	Salary	Notice Period
From	To				
Please supply a brief description of your main duties:					
Please give your reason(s) for wanting to leave:					

EMPLOYMENT HISTORY – last 10 years only

Please list the most recent appointment first, in date order. Provide details of any breaks in employment and the reason(s).

Dates		Name of Employer	Job Title	Reason(s) for Leaving
From	To			
Brief Description of Main Duties				

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From	To			
Brief Description of Main Duties				

Dates		Name of Employer	Job Title	Reason(s) for Leaving
From	To			
Brief Description of Main Duties				

If there have been any breaks in employment during the last five years please give reasons and dates:

PROFESSIONAL MEMBERSHIP

Please give details of any professional membership you feel may be **relevant** to the person specification

Professional Body	Date Obtained	By Exam (Yes/No)	Reg No	Details

QUALIFICATIONS/TRAINING/SCHOOL

Please give details of any qualifications/training you feel may be **relevant** to the job description

Qualifications/Training Event/Location or Institute	Grades (if applicable)	Year Obtained

If necessary, please add additional rows to the table above to enable you to add details of other qualifications.

Do you consider yourself to have a disability? Yes /No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process:

Please tell us if there are any dates when you will not be available for interview:

REASONS FOR APPLICATION

In this section you are asked to outline why you applied for this job and why you think you are the best person for the job; how your knowledge, skills and experiences meet the Job Description and Person Specification. You should draw on you experiences from your current or previous roles or from other relevant situations (such as education, leisure or voluntary activities).

Guidance note: Please submit no more than two A4 pages typed in Arial font, size 12.

REFERENCES

Please supply details of two referees (who are not related to you and cover the last five years of employment), the first **must** be your present or last employer or if you are leaving education for the first time, your school / college / university tutor. Please indicate if your second referee is employment (preferable) or personal. Both referees should be able to comment upon your ability to meet the person specification criteria for the post that you are applying for. References will be sought after the interview and then only for the successful applicant.

First Referee (Present or last manager or education tutor)			Second Referee Dates covered		
Name:			Name:		
Position:			Position:		
Company:			Company:		
Address:			Address:		
Post Code:			Post Code:		
Telephone number:			Telephone number:		
Email address:			Email address:		
May we contact immediately?	YES	NO	May we contact immediately?	YES	NO

Where did you hear about this post?

Source	✓
Town Council Website	
The Cumberland & Westmorland Herald	
Cumbria Association of Local Councils	
Facebook	
Indeed or other recruitment website	
Other – please identify	

Job Application Privacy Notice

When you apply for a vacancy at Penrith Town Council and have sent us your application, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the application process and interviews. Your personal information will not be shared with any third party. The Council therefore require your agreement to the below:

I agree that I have read and understand Penrith Town Councils Privacy Policy which is available on the Town Council website. I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Penrith Town Council can keep my contact information data for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request my details are removed from your database.

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	

Email Address	
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Signature	
Date	

DECLARATION

By signing this form, you declare that to the best of your knowledge the information you have given is correct. You understand that any false or misleading information together with withholding relevant information may lead to your application being disqualified, or the withdrawal of a job offer, or if you have been appointed, to your dismissal.

SIGNED (or Print):

DATED:

Canvassing directly or indirectly will disqualify you. You are, of course, welcome to contact us if you have questions before submitting your application.

All information contained in this form will be treated as **STRICTLY CONFIDENTIAL**.

THANK YOU FOR COMPLETING THIS FORM

Please make sure that you have supplied any additional information or documental evidence that is required.

We would like to thank you for your application and wish you every success, however if you have not heard from us within 4 weeks of the closing date, please assume that you have not been successful on this occasion.

Please return this application to:

townclerk@penrithtowncouncil.co.uk with 'SO APPLICATION' in the subject line.