

## SHILDON TOWN COUNCIL

### APPLICATION FORM

<b>1. Post Details</b>	
Post applied for: <b>Accounts and Payroll Assistant</b>	
Where did you see this post advertised?	

<b>2. Personal Details</b>	
Surname:	Other names:
Title:	
Address:	Home telephone no.
	Mobile No.
	E-mail address:
Post Code:	
Do you possess a clean driving licence?	Yes/No

<b>3. References</b>
<p>Details of two referees are required, one of which should be from your present or most recent employer. Next of kin or immediate relatives should not be named as referees. It is normal to take up references before an interview and therefore if you have any strong objection to either reference being sought at this stage, <i>please indicate</i> Yes/No</p>

Name:	Name:
Address:	Address:
Post Code	Post Code
Telephone No	Telephone No
E-mail	E-mail
Title/Position:	Title/Position:
Relationship to applicant:	Relationship to applicant:
<b>N.B. Appointment will only be confirmed subject to satisfactory references</b>	

**4. Interview arrangements**

Please indicate below any dates when you will not be available to attend for interview.

**5. Disability**

Do you consider yourself to be a person with a disability? This may include a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities. Long-standing means that it has lasted, or is likely to last, for over a year.

**Yes    No    Prefer not to say**

If you have answered yes, please detail below any specific requirements to assist you with an interview and we will try to make the necessary arrangements.

<b>6. Qualifications</b>			
Qualifications obtained	Grade	Date achieved	School/College/University

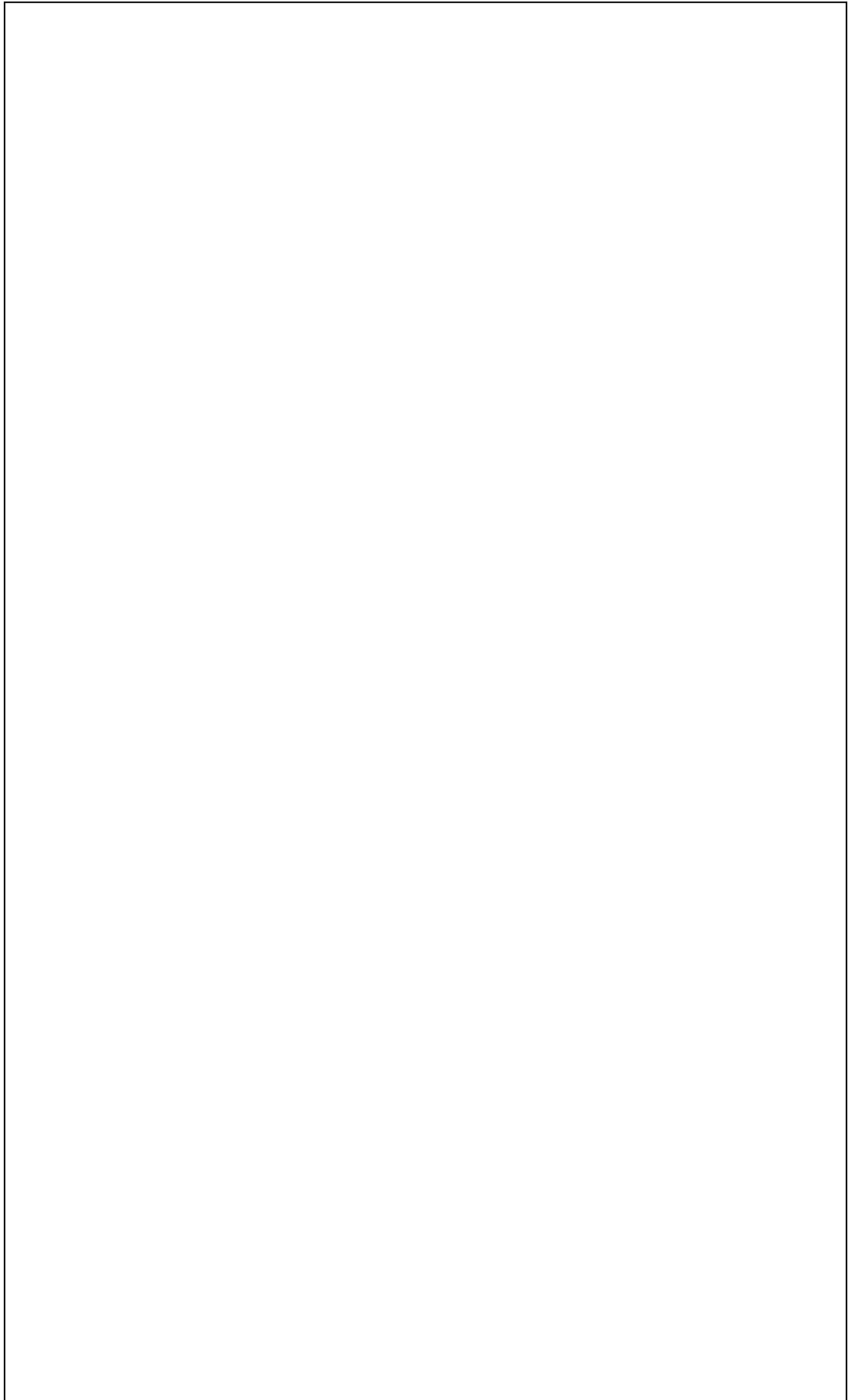
<b>7. Employment History</b>			<b>Please list current or most recent post first</b>
Name and address of Employer	Post	Date From To	Reason for leaving
<p><b>Do you have any additional employment which you intend to continue if appointed to this post? Yes/No</b>  <i>If yes, please detail below the nature of the work and the hours.</i></p>			
<p><b>Period of notice required or termination date.</b></p>			
<p><b>Reason for seeking new employment.</b></p>			

**8. Summary of experience and skills**

Please give details of your experience and skills relevant to this post in support of your application. Please relate your response to the details outlined in the person specification/job description for the post.

Please continue on a separate sheet if required

Strictly Confidential



**9. Relationships**

Are you related to any elected member/employee of Shildon Town Council or a partner of such persons?

Yes/No

*If yes, please provide details.*

The Council is committed to confidentiality and complies with the Data Protection Act 1998. All information will be handled and stored sensitively and used only for its intended purpose.

**10. Declaration**

I declare that all of the information submitted on this application form is true, that I have not canvassed an elected Member/employee of the Town Council, either directly or indirectly, in connection with this application and I will not do so. I understand that such canvassing will disqualify me as a candidate for this post.

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signature :	Date :
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Please return to : Shildon Town Council  
Council Offices  
Civic Hall Square  
Shildon  
County Durham  
DL4 1AH

**Closing date:** 14<sup>th</sup> March 2022

**Interview date:**

If you have not heard from us within 10 days of the closing date, please assume that your application has been unsuccessful.