



Application for Employment Town Clerk

Please use **BLOCK CAPITALS** and continue on separate sheet(s) if space is inadequate

Experience and other information

Mr/Mrs/Ms/Miss/Other – please circle

Forename: _____

Surname: _____

Address: _____

Postcode: _____

Telephone or mobile: _____

Email: _____

Please complete as appropriate:

Do you have a current clean driving licence? []

Do you have any penalties on your licence and if so, how many? _____

Do you have access to a car for business use? []

How did you learn of this vacancy? _____

Please tell us what skills and personal qualities you have to enable you to work successfully in this role, relating your experiences, achievements and abilities to the post – you may add an additional sheet if you wish.

Education Details

Town Clerk
Salcombe Town Council
Cliff House, Cliff Road
Salcombe
TQ8 8JQ

Phone: 01548 842282
Email: townclerk@salcombetowncouncil.gov.uk
www.salcombetowncouncil.gov.uk

Please give details of secondary education including qualifications and results gained.		
Schools / Colleges/University (include dates attended)	Courses and Qualifications	Grades attained
<i>Please be prepared to provide qualification certificates.</i>		

Educational achievements

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Training

Please give details of any courses you have completed which are relevant to this post.

Professional Body Membership

Please give membership details of any professional body, including the grade of membership and award date.

Employment Details

Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards. <i>Please continue on a separate sheet of paper if necessary</i>
Current/last position held:
Start date:
End date:
Employer:
Contact details:
Outline of duties/key achievements:
Reason for leaving:
Notice period:

Previous position held:
Start date:
End date:
Employer:
Contact details:

Outline of duties/key achievements:
Reason for leaving:
Notice period:

Previous position held:
Start date:
End date:
Employer:
Contact details:
Outline of duties/key achievements:
Reason for leaving:
Notice period:

Please attach additional sheets for details of earlier positions held.

References

Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this post, references will not be contacted without your agreement. Referees should ordinarily be recent line managers and should not be personal relations.
Reference (1) name:
Job title:
Organisation:
Contact details:
Relationship to you:

Reference (2) name:
Job title:
Organisation:
Contact details:
Relationship to you:

Right to work in UK

Do you have the right to work in the UK? <input type="checkbox"/>
<i>We will require evidence of right to work in the UK and any conditions such as length of visa - prior to commencing employment.</i>

Health

Do you require any reasonable adjustments for the interview and selection process? If YES, please give details:
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Interests, Hobbies, Sports

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

Availability

Please give details of any holiday commitments you have over the next 12 months or any dates you are unable to interview in the next six weeks.

Criminal Record

<p>Have you ever been convicted of a criminal offence – or any criminal proceedings pending?</p> <p>Declaration subject to the Rehabilitation of Offenders Act 1974 If YES, please give details of nature of offence. This information will be held confidentially and will only be discussed with the selection panel where it is relevant for the position applied for:</p>

Data Protection:

The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment.

Undertaking:

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed:

Date:

Please return your completed Application Form in confidence to the Town Clerk,
Salcombe Town Council, Cliff House, Cliff Road, Salcombe, TQ8 8JQ.

Or email to townclerk@salcombetowncouncil.gov.uk. Telephone 01548 842282.

Closing date for applications is **Wednesday 26th February 2025**. Interviews will be held week commencing **Monday 3rd March 2025** – date to be confirmed to short-listed candidates.

If successful, the Council will require references before an offer is finalised.