**Newbury Town Council Job Application Form**

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| Title of post applied for | **FINANCE AND CORPORATE SERVICES MANAGER** |
| How did you hear about this job? |  |

**CONFIDENTIAL**

1. **Personal details**

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| --- | --- | --- | --- | --- | --- |
| Surname |  | | Previous Name(s) (If any) | |  |
| Forename(s) |  | |  | | |
| Address |  | | | | |
| Home telephone number |  | Mobile telephone number | |  | |
| E-mail address | |  | | | |
| Do you need a work permit to be employed in the UK? | |  | | | |
| If you already have a work permit, when does it expire? | |  | | | |
| Date available for new duties if appointed | |  | | | |

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| Are you a relative or a partner, or do you have a close personal relationship with any Member or Officer of Newbury Town Council? | If yes, please state whom? |

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| **Positive About Disability: we welcome applications from people with disabilities.**  **Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.** | |
| Do you consider yourself to have a disability (please  delete as appropriate) | Yes / No |
| If ‘yes’ and you are offered an interview, would you  welcome a pre-interview discussion to identify any particular needs that you may have? | Yes / No |

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| **Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’** |
| If applicable, please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, which are not ‘spent’ |
|  |

1. **Education and Professional Qualifications  
   Proof of qualifications will be required at interview**

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| --- | --- | --- |
| **Secondary School / College / University** | **Examinations taken** | **Result** |
|  |  |  |
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| **Professional Qualifications currently held: how obtained and grade** |

**Training / Continuing Professional Development**

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| --- | --- | --- |
| **Please give details of relevant training /development activities** | | |
| **Training Course and Organiser or Development Activity** | **Time Spent** | **Outcome – Grade Achieved (where applicable)** |
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1. **Present, or last, employment**

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| --- | --- |
| **Name and address of employer** |  |
| **Business of Employer** |  |
| **Job Title** |  |
| **Salary** |  |
| **Date this employment started** |  |
| **Date this employment ended  (if applicable)** |  |
| **Please detail your duties, roles and responsibilities, especially those relevant to this application.** |  |
| **To whom do you report in this organisation?** |  |
| **Length of notice required to terminate employment** |  |
| **Reason for leaving**  **(if applicable)** |  |

1. **Previous employment record (most recent first)**

Please give as much relevant information as possible and, if appropriate, explain any gaps in your employment record.

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| --- | --- |
| **Name and address of employer** |  |
| **Business of Employer** |  |
| **Job Title** |  |
| **Salary** |  |
| **Date this employment started** |  |
| **Date this employment ended** |  |
| **Please outline your main duties** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name and address of employer** |  |
| **Business of Employer** |  |
| **Job Title** |  |
| **Salary** |  |
| **Date this employment started** |  |
| **Date this employment ended** |  |
| **Please outline your main duties** |  |
| **Reason for leaving** |  |

**Previous employment record (Continued)**

|  |  |
| --- | --- |
| **Name and address of employer** |  |
| **Business of Employer** |  |
| **Job Title** |  |
| **Salary** |  |
| **Date this employment started** |  |
| **Date this employment ended** |  |
| **Please outline your main duties** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Name and address of employer** |  |
| **Business of Employer** |  |
| **Job Title** |  |
| **Salary** |  |
| **Date this employment started** |  |
| **Date this employment ended** |  |
| **Please outline your main duties** |  |
| **Reason for leaving** |  |

**5. Please give details of your Skills, Abilities, Knowledge, Experience and your reasons for applying for this job**

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| **If you do not clearly demonstrate how you meet the essential criteria listed in the person specification, it is unlikely that you will be shortlisted for interview.**  Please use a continuation sheet if necessary |

**8. References**

Please provide the names of two professional referees, each of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment.

* The first reference must be your manager or a senior manager representing your current or most recent employer.
* References will not be accepted from colleagues, relations or people who know you solely as a friend.
* References will only be requested if an offer of employment is made.

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| **Referee 1** | |
| Title (Mr, Mrs etc) |  |
| Full Name |  |
| Job Title |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| Title (Mr, Mrs etc) |  |
| Full Name |  |
| Job Title |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |

**9. Other Information**

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| --- |
| Please provide details of any other information you feel is relevant to your application for this job |

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| Do you hold a current full driving licence? |  |
| Do you have access to a car? |  |

**10. Declaration**

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| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. | | |
| Signature |  | Date |
| Name |  |
| The information provided by you on this form as an application will be stored either on paper records or a computer system in accordance with GDPR requirements and will be processed solely in connection with recruitment to this post. | | |

**Please email your completed application form to** [**ceo@newbury.gov.uk**](mailto:ceo@newbury.gov.uk) **, or**

**return your completed application form in an envelope marked “Private & Confidential” to:  
Hugh Peacocke, Chief Executive Officer, Newbury Town Council, Town Hall,**

**Newbury, RG14 5AA.**

**The closing date for applications is: Sunday 19th February 2023.**

***Canvassing will disqualify***