



# Melksham Town Council

Town Hall, Market Place, Melksham, SN12 6ES  
Tel. 01225 704187

**CONFIDENTIAL**

## APPLICATION FOR EMPLOYMENT

Please complete this form in **black ink or type** to enable clear photocopying. The Council wishes to ensure that comparison between applicants for posts is thorough, fair and in line with its Equal Opportunities Policy. It is therefore essential that you complete this application form fully as it will be used to assess whether you will be shortlisted.

Position applied for \_\_\_\_\_

### PERSONAL DETAILS

Title \_\_\_\_\_ Surname \_\_\_\_\_

First Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Email \_\_\_\_\_

National Insurance No. \_\_\_\_\_

Home telephone \_\_\_\_\_ Mobile telephone \_\_\_\_\_

Work telephone \_\_\_\_\_ May we contact you there? Yes/No

How much notice, if applicable, are you required to give? \_\_\_\_\_

Present salary £ \_\_\_\_\_

**EDUCATION, TRAINING AND SKILLS**

Please list any education and/or training (including short courses) that you have undertaken. Also include any non-vocational experiences/skills that may be relevant to your application, including family duties and voluntary work.

<b>Dates</b>	<b>School Education/ Courses/Training/Skills etc.</b>	<b>Qualifications gained and grade</b>

(You may continue on a separate sheet if required.)

**EMPLOYMENT HISTORY**

List below present and past employment, beginning with your most recent.

<b>Dates</b>	<b>Employer/Organisation</b>	<b>Job Title/Main Responsibilities</b>	<b>Reason for leaving</b>

Dates	Employer/Organisation	Job Title/Main Responsibilities	Reason for leaving

(You may continue on a separate sheet if required)

**MEMBERSHIP OF PROFESSIONAL BODY**

Institution/Professional body	Type of membership

**SUPPORTING STATEMENT**

In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description and person specification, please indicate what experience, skills and interests you would bring to the job. It may be helpful to refer to your current or previous job description. You may continue on a separate sheet if required.

## OTHER INFORMATION

Please answer the questions by circling Yes or No and giving the required details

<p>Authorisation to work In the UK</p>	<p>Are you legally eligible for employment in the UK? YES/NO Do you require a work permit to work in the UK? YES/NO</p> <p><b><i>(Those invited for interview are required to produce confirmatory evidence)</i></b></p>
<p>Previous convictions</p>	<p>Have you ever been convicted of a criminal offence or been investigated or convicted for fraud? YES/NO</p> <p>If yes please provide details on a separate sheet of any unspent criminal convictions that you may have (as in accordance with the Rehabilitation of Offenders Act 1974). If successful, you may be required to complete a Disclosure and Barring Service (DBS) check.</p> <p>You need not include motoring offences unless your licence has a current endorsement as a result of a conviction.</p>
<p>Transport arrangements</p>	<p>Do you hold a full UK driving licence? YES/NO</p> <p>Do you have your own transport which would be available for Council business? YES/NO</p>
<p>Spare time activities</p>	<p>Have you any obligations in respect of the Territorial Army, Reserve Forces or the Fire Brigade? YES/NO</p> <p>If yes please give details:</p> <p>Please give brief details of your leisure activities, sports, hobbies, interests etc:</p>
<p>Relationships</p>	<p>Are you related to any member of staff or elected Councillor of Melksham Town Council? YES/NO</p> <p>If yes give details:</p>

**REFERENCES**

Please provide names, addresses and occupations of two referees (not relatives), one of whom should be your present (or last) employer, whom we may approach with regard to your application at an appropriate later date and after obtaining your permission.

If you indicate by ticking in the box your present employer will not be contacted prior to interview.

**Referees**

1. Name \_\_\_\_\_

Position held \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel No \_\_\_\_\_

2. Name \_\_\_\_\_

Position held \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel No \_\_\_\_\_

**IMPORTANT NOTICE**

Failure to answer all the questions on this application, or not to reveal information which might influence a decision on whether or not to employ you, will automatically invalidate the application and the offer of employment and, where employment has been started, lead to dismissal.

**DECLARATION**

I, the undersigned, declare that the information given by me on this application and in any other form (including the interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not to employ me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this application in an envelope marked 'Private and Confidential' to:

**Heather Parks, Locum Town Clerk, Melksham Town Council, Town Hall,  
Market Place, Melksham, Wiltshire, SN12 6ES**

or by email to: [townhall@melkshamtown.co.uk](mailto:townhall@melkshamtown.co.uk)

For Office Use Only			
Shortlisted:	Yes/No	Reference 1 sought:	Yes/No
Interview request:	Yes/No	Reference 2 sought:	Yes/No
Result of application:			