

SHILDON TOWN COUNCIL

APPLICATION FORM

1 Post Details
Post applied for : Accounts and Payroll Assistant
Where did you see this post advertised :

2. Personal Details

Surname :	Other names :
Title :	
Address :	Home telephone no.
Post Code :	N.I. Number

3 References

Details of two referees are required, one of which should be from your present or last employer. 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, please indicate below.

Name :	Name :
Address :	Address :
Telephone No :	Telephone No :
Title/Position :	Title/Position :
Relationship to applicant :	Relationship to applicant :

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 have a disability that you would like us to be aware of this stage in the application process : Yes/No

6 Qualifications			
Qualifications obtained	Grade	Date achieved	School/College/University

7 Employment History			Please list current or most recent post first
Employer	Post	Dates	Reason for leaving

8 Summary of experience and skills

Please give details of your experience and skills relevant to this post in support of your application

Please continue on a separate sheet if required

9 Relationships

Are you related to any elected member/employee of Shildon Town Council
Yes/No

If yes, please give details

10 Convictions

Do you have any criminal convictions : Yes/No
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Please give details of any criminal convictions that you may have which are not excluded by the Rehabilitation of Offenders Act 1974.

11 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.

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

Closing date : **5th June 2017**

If you have not heard from us within 28 days of the closing date, please assume that your application has been unsuccessful.

Interview date - 29th June 2017