



Kesgrave Town Council

Town Clerk: *Susan Clements*

Telephone: (01473) 625179
Email: enquiry@kesgravetowncouncil.org.uk
Webpage: www.kesgravetowncouncil.org.uk

Ferguson Way
Kesgrave
Ipswich
Suffolk
IP5 2FZ

Job Title Applied For	
Surname	Title (Mr, Mrs, Ms, Miss, Dr, etc.)
Forenames	
Address	Telephone numbers. (Where you are happy to be contacted. We will use discretion.) Home Work Mobile
Postcode	
E-mail address (Provide only if mailbox is accessed daily)	National Insurance Number
Do you have a current driving license? Yes No	Give details of any penalties or convictions pending.
Type of Licence	

Please read these guidance notes, the job description, person specification and any other information you have been sent before completing this form.

- We will use the information you supply on this form to assess how well you meet the selection criteria detailed on the person specification. Tailor your responses to the job you are applying for and make sure you include evidence relating to as many of the essential and desirable criteria as apply to you.
- Use experience and achievements from any sphere of your life. You could include evidence of knowledge and skills gained through voluntary work, school/college, and involvement in community activities, special interests and managing a home as well as previous paid employment.
- Where relevant to the post you are applying for, this form may also be used to assess your written communication skills. Examples could include grammar and spelling, your ability to express yourself clearly and concisely in plain English and your ability to organise information. Consider how much information is appropriate.
- Complete all sections fully, continuing on extra sheets if necessary
- You may type your responses or complete this form by hand. (Please use black ink to assist photocopying.) Please include clear headings and give full information in the order requested
- We do not require curriculum vitae. (CV).

Disability/Health

If you have a disability or long term medical condition, tell us about any adjustments we could make to help you apply for or to carry out the job.

Secondary educational qualifications gained with grades

Please give dates if these were obtained in the past 10 years

Further educational qualifications with grades

Please give dates

Other qualifications, including membership of professional bodies

Please state whether these were by examination or some other means and give dates

Relevant training and personal development

Please state who provided training, duration and dates

(Examples could include short course, skills training, external awards/activities, etc.)

Current/most recent employment	
Name of employer	Job Title
Address	Date of leaving (if relevant)
Postcode	Reason for leaving
Date started in post	
Notice required	
Main duties/responsibilities/achievements	

Work History

Please list below all appointments whether paid or unpaid. Include here any voluntary work or other activities that demonstrate relevant experience, especially if you have not been in paid employment for some time. These should be in date order, starting with your most recent first. Where you have had a series of short-term appointments, you may show this without giving full details, if you prefer (e.g. 1997 - 2000 several factory jobs during college vacations).

Dates (From/To)	Name of organisation and nature of business	Job title and brief indication of main duties/responsibilities	Reason for leaving

How you meet the selection criteria

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification. It is helpful if you include headings linked to the criteria listed. Tell us about things you were responsible for and what you achieved. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say

References

Please give the names and addresses of two people who have known you during the past four years who would be willing to supply a reference about you, including your most recent employer (or teacher/tutor, where appropriate). Please also state in what capacity they know you.

Name

Name

Address

Address

Tel no

Tel no

Relationship

Relationship

Organisation

Organisation

May we contact them if we decide to invite you for interview?

May we contact them if we decide to invite you for interview?

Yes

No

Yes

No

Entitlement to work in the U.K.

All employees are asked to supply evidence of eligibility to work in the U.K (to comply with the Asylum and Immigration Act 1996). The successful applicant will be asked to provide an appropriate official document (for example, something showing your national insurance number or your birth certificate or passport)

Do not send these documents now

Do you require a work permit to work in the UK? Yes No

If you already have a work permit please indicate its expiry date

If successful when can you take up the post?

Do you personally know any Town Councillor or Employee of the Town Council? Yes No

Give Details, as necessary

(The selection process should be fair and transparent for all candidates. There should not be any attempt to further a job application by using or leveraging pre-existing relations, or attempting to influence the selectivity of candidates in an unfair manner that is either not available to, or a disadvantage to others. Any behaviour that is not fair and transparent to all candidates will disqualify potential candidates).

Criminal Convictions

For certain posts, checks with the Disclosure and Barring Service will be required. If this is necessary, you will be asked to sign a separate authorisation.

Declaration

To the best of my knowledge, the information I have supplied on this form is correct. I understand that, giving false information or omitting relevant information could disqualify my application which if I am appointed, could lead to my dismissal.

Signed

Date

Please return your completed application form to:

FAO Town Clerk
Kesgrave Town Council Office
Ferguson Way
Kesgrave, Ipswich, IP5 2FZ

Email: enquiry@kesgravetowncouncil.org.uk

The Town Council fully complies with the GDPR (General Data Protection Regulation) 2018. The application forms of unsuccessful applicants will be retained for 6 months and then the details will be confidentially shredded. Your Valid Consent will be by signing this declaration and is seen as your positive, affirmative action/consent. It signifies your agreement to your personal data being processed. It is revocable. You have the right to withdraw to withdraw your consent at any time.