# Stroud Town Council Job Application Form

Please complete in black ink and print where possible

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| --- | --- |
| ***Position applied for:***  | ***Closing date and source of application:*** |
|  |  |
| ***Surname:*** | ***First names and title:*** |
|  |  |
| ***Address:*** | ***Telephone:*** ***Mobile:*** ***Email:*** ***National Insurance Number:*** |

## Personal Details:

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| --- | --- |
| Do you require a work permit to take up employment in the UK? | Yes [ ]  No [ ]  |
| Are you legally eligible for employment in the UK? | Yes [ ]  No [ ]  |
| Do you hold a current clean driving licence? | Yes [ ]  No [ ]  |
| Please give details of any driving offences currently under endorsement: |
| Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974). |
| If offered this position will you continue to work in any other capacity? | Yes [ ]  No [ ]  |
| Have you previously worked for Stroud Town Council?  | Yes [ ]  No [ ]  |

## Employment History

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

### Name & Address of Last Employer:

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#### Date joined: Date Left:

#### Job Title:

#### Describe your duties and responsibilities:

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#### Salary: Type of Business:

#### Reason for Leaving:

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### Name & Address of Employer:

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#### Date joined: Date Left:

#### Job Title:

#### Describe your duties and responsibilities:

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#### Salary: Type of Business:

#### Reason for Leaving:

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### Name & Address of Employer:

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#### Date joined: Date Left:

#### Job Title:

#### Describe your duties and responsibilities:

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#### Salary: Type of Business:

#### Reason for Leaving:

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### Name & Address of Employer:

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#### Date joined: Date Left:

#### Job Title:

#### Describe your duties and responsibilities:

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#### Salary: Type of Business:

#### Reason for Leaving:

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Please continue on a separate sheet if required.

## Education and Qualifications (including Membership of Professional Bodies)

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| Date from/to | Name of School, College or University | Qualifications Gained |
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## Training

Please list any relevant training courses attended below:

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## Hobbies

Please give details of your main hobbies:

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## Additional Competency Information

Please provide specific examples in response to the following questions:

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| Please give an example to demonstrate your experience of developing a project plan.  |
| Please give an example to demonstrate your experience of engaging multiple stakeholders to deliver a project  |
| Using an example of a project you have delivered, please explain how you managed resources effectively.  |

**Please continue on an additional sheet if required**

## Please give details of any other information you feel will support your application:

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## References

Please give the names and addresses of two referees. One should be your present or last employer if possible.

***Referee 1 Referee 2***

|  |  |
| --- | --- |
| *Name* | *Name* |
| *Address* | *Address* |
| May we approach them now? Yes [ ]  No [ ]  | May we approach them now? Yes [ ]  No [ ]  |

Are you related to any member or employee of this Council? Yes [ ]  No [ ]

If yes please give full details:

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# IMPORTANT NOTICE

Failure to answer all the questions on this application or failure 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 commenced, to dismissal.

# DECLARATION

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| ***I, the undersigned, declare that the information given by me on this application and any other form (including at 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 employ me.***  |

|  |  |
| --- | --- |
| *Signature:* | *Date:* |
|  |  |

Please return your completed application, together with a covering letter, to Helen Bojaniwska, CEO (Town Clerk), Stroud Town Council, Thanet House, 58 London Road, Stroud GL5 2AD or electronically to clerk@stroudtown.gov.uk.

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