



**Wem Town Council
APPLICATION FOR EMPLOYMENT**

POST APPLIED FOR: Facilities and Services Officer

SURNAME		INITIALS	
ADDRESS:		Do you have a car available for use at work?	
		YES	NO (please circle)
POSTCODE:		Do you have a current driving licence?	
		YES	NO (please circle)
CONTACT NO(S):			
EMAIL ADDRESS:			

Please indicate below if there are any dates when you are not available for interview.

If you have a disability please tell us about any adjustments we may need to make to assist you with the selection process.

Are there any restrictions on your employment, e.g. do you require a work permit? **YES/NO***

*If you answered YES please supply details on a separate sheet of paper.

CRIMINAL CONVICTIONS

Do you have any criminal convictions which are not yet regarded as 'spent' under the Rehabilitation of Offenders Act 1974 or are there any proceedings against you? (Please circle).

YES **NO**

If YES, please provide details:

RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE

To your knowledge, are you related to any member or employee of Wem Town Council? (Please circle).

YES **NO**

If YES, please provide details:

NB: Failure to disclose such a relationship and/or canvassing of any councillor or staff member will disqualify from appointment, and if appointed, may be dismissed without notice.

WORK HISTORY

PRESENT EMPLOYER:

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES/ RESPONSIBILITIES	PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING

PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES	SALARY, SCALE/GRADE & REASON FOR LEAVING

Continue on a separate sheet if necessary.

EDUCATION & TRAINING (from age 11) Please provide details of qualifications achieved

QUALIFICATIONS (Type & Subject)	NAME OF SCHOOL, COLLEGE, UNIVERSITY.	GRADE / LEVEL ATTAINED

TRAINING

Please give details of any training you may have undertaken which may be relevant to the post applied for

MEMBERSHIP OF PROFESSIONAL BODY

NAME OF PROFESSIONAL BODY	LEVEL OF MEMBERSHIP	DATE ACHIEVED MM/YY

Please tell us why you consider you are a suitable candidate for this appointment.

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure you state your skills and experience in relation to the main duties and responsibilities in the Job Description and the key criteria in the Person Specification.

Continue on a separate sheet if necessary.

DISCIPLINARY MATTERS

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? Include any investigations or actions taken by your professional body. Both Spent or Unspent matters need to be disclosed. YES/NO

If YES, please provide details below of action taken including dates. Include any pending incident/action.

REFERENCES

You are requested to give referee details from two employers, the first of which must be your current or most recent employer.

- If you are unable to provide two employment references, please speak to the Town Clerk for further guidance.
- You should not name a relative as a referee.
- References will usually only be taken up if you are selected for interview.

We will not confirm an offer of appointment until we have received a satisfactory reference from your present or most recent employer (or school if you are a school leaver).

FIRST REFEREE	SECOND REFEREE:
NAME:	NAME:
ADDRESS:	ADDRESS:
TEL NO:	TEL NO:
EMAIL:	
How long have they known you?	How long have they known you?

SIGNATURE I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that if I have provided false or misleading information in response to any questions on this form or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the General Data Protection Regulations and any subsequent legislation.

Signature of Applicant:

Date:

N.B. If your application is submitted electronically you will be asked to sign this form if invited to interview.

Please return your completed application by 16.00 on **Thursday 4th April 2024** to Wem Town Council, Wem Library, High Street Wem SY4 5AA. Applications can be emailed to info@wem.gov.uk