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**APPLICATION FORM**

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| --- | --- |
| **Job Title** |  |
| **Return Form To** | **SAMANTHA ROBERTS**  **CLERK & FINANCE OFFICER,**  **TOWN HALL, EARL ROAD, MOLD, CH7 1AB** |

**Your Personal Details**

|  |  |
| --- | --- |
| **Your Surname** |  |
| **Your Forename(s)** |  |
| **Your Address** |  |
| **Your Postcode** |  |
| **Your Home Number** |  |
| **Your Mobile Number** |  |

**Your Employment History**

Please give details of your last 4 jobs, beginning with your present or most recent. You should detail work experience, part-time and temporary positions.

Employer 1

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Job Title** |  |
| **Duties and Responsibilities** |  |
| **Hours of Work** |  |
| **Wage/Salary** |  |
| **Reason for Leaving** |  |
| **If present employer, the number of weeks’/months’ notice required** |  |

**Employer 2**

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Job Title** |  |
| **Duties and Responsibilities** |  |
| **Hours of Work** |  |
| **Wage/Salary** |  |
| **Reason for Leaving** |  |

**Employer 3**

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Job Title** |  |
| **Duties and Responsibilities** |  |
| **Hours of Work** |  |
| **Wage/Salary** |  |
| **Reason for Leaving** |  |

**Employer 4**

|  |  |
| --- | --- |
| **Employer Name and Address** |  |
| **Dates of Employment** |  |
| **Job Title** |  |
| **Duties and Responsibilities** |  |
| **Hours of Work** |  |
| **Wage/Salary** |  |
| **Reason for Leaving** |  |

**Your Education and Training**

Please give details of relevant qualifications and/or details of any relevant training/courses that you have attended.

N.B. We verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks regarding your qualifications being carried out.

Secondary Education

|  |  |
| --- | --- |
| **Name and Address of Secondary School** |  |
| **Dates Attended** |  |
| **Qualifications/Grades** |  |

Further/Higher Education

|  |  |
| --- | --- |
| **Name and Address** |  |
| **Dates Attended** |  |
| **Qualifications/Grades** |  |

|  |  |
| --- | --- |
| **Name and Address** |  |
| **Dates Attended** |  |
| **Qualifications/Grades** |  |

|  |  |
| --- | --- |
| **Other Relevant Professional Qualifications or Skills** |  |

**Professional Bodies**

|  |  |
| --- | --- |
| **Are you a member of any professional bodies?** | **Yes / No**  **If yes please provide details?** |

**Driving Licences**

|  |  |
| --- | --- |
| **Do you have a full driving licence?** | **Yes / No** |
| **Do you have any current endorsements on your licence?** | **Yes / No**  **If yes, please provide details.** |

**Convictions**

|  |  |
| --- | --- |
| **Have you ever been convicted of a criminal offence?** | **Yes / No**  **If yes, please give details of any convictions including unspent convictions.** |

**Other Information**

Please provide us with any other information which you feel is relevant to your application

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| --- |
|  |

**Referees**

Please give the details of two referees (one should be your current or most recent employer):

|  |  |
| --- | --- |
| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number:** | **Telephone number:** |
| **Occupation:** | **Occupation:** |
| **Time known:** | **Time known:** |

**Data protection**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

I hereby give my consent to (insert employer’s name) processing the data supplied in this application form for the purpose of recruitment and selection.

Applicant’s signature:

Date:

**Declaration**

I declare that the information given in this application is to the best of my knowledge complete and correct. I accept that any false, incomplete or misleading statements may lead to my dismissal.

Applicant’s signature:

Date: