Crewkerne Town Council

APPLICATION FORM
Position: Finance Officer

PERSONAL DETAILS

Title (Mr / Mrs / Miss / Ms etc.):	
Surname:	
First name (s):	
Address:	
Email:	
May we contact you via email?	**YES / NO**
Tel no. (home):	
Mobile no:	

EDUCATION, TRAINING AND QUALIFICATIONS

Educational establishment / certificate / qualification *(please continue on a separate sheet if necessary)*	**Grade**	**Date**

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CURRENT / MOST RECENT EMPLOYMENT

Employer and address:	
Job title:	
Date appointed:	**Present salary:** **Salary grade if in local government:**
Brief description of duties and responsibilities: ***(please continue on a separate sheet if necessary)***	
Reason for leaving/wanting to leave:	
Length of notice required:	**Date of leaving (if applicable):**

PREVIOUS EMPLOYMENT

Employer	Position	Salary	Dates	Reason for leaving

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SUMMARY

Please describe the skills, qualities and experience you would bring to the role, together with your reasons for applying, and provide any other information that may assist your application. Please refer to the job description and person specification. (Please continue on a separate sheet if necessary.)

REFERENCES

Referee:1 Can be contacted prior to interview: YES / NO **Name:** **Position:** **Address:**
Referee:2 Can be contacted prior to interview: YES / NO **Name:** **Position:** **Address:**

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ADDITIONAL INFORMATION

Are you related to a Councillor or a member of staff? (If yes, please give details.)	**YES**	**NO**
Do you have a current driving licence?	**YES**	**NO**
If yes, do you have any current endorsements?	**YES**	**NO**
Are you a car owner?	**YES**	**NO**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to Crewkerne Town Council to process the data supplied on this application form for the purpose of recruitment and selection.

Signed:	**Date:**

Email: **townclerk@crewkerne-tc.gov.uk**

Post to:
Town Clerk
Crewkerne Town Council
Town Hall
Market Square
Crewkerne
Somerset
TA18 7LN

Closing date for applications: Friday 11th December at 5pm. Please note the closing date may be brought forward if a suitable candidate is found.