



Chipping Norton Town Council

Application for Employment

POST APPLIED FOR:
Cleaner
(2x Positions available)

CONFIDENTIAL WHEN COMPLETE

Completed applications should be sent to townclerk@chippingnorton-tc.gov.uk

SURNAME:	FIRST NAMES:
ADDRESS:	CONTACT PHONE NO.
POSTCODE:	EMAIL ADDRESS:

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

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?

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 Chipping Norton Town Council?

YES

NO

If yes, please provide details:

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

Are there any restrictions on your employment? e.g. do you require a work permit

YES*

NO

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

REFEREES

Two references are required both of whom should be able to comment on your work/career background. Please include one from your most recent employer. We will only contact your referees if we make you a provisional offer of employment.

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

OTHER

Notice to be given to terminate present employment?.	Please indicate where you saw the advertisement for this post:
I confirm that the information provided on this form is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.	
SIGNED:	DATE:

EDUCATION & TRAINING (From age 11)

Please give details of qualifications achieved

QUALIFICATION (Type & Subject)	NAME OF SCHOOL, COLLEGE, UNIVERSITY ETC.	GRADE/LEVEL ATTAINED	DATE ACHIEVED (MM/YY)

TRAINING

Please give details of any training you may have undertaken that may be relevant to the position applied for:

MEMBERSHIP OF PROFESSIONAL BODY

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

OTHER INTERESTS (VOLUNTARY WORK etc.)

EMPLOYMENT HISTORY

PRESENT EMPLOYER

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST HELD & BRIEF OUTLINE OF DUTIES	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.

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST HELD & BRIEF OUTLINE OF DUTIES	SALARY & SCALE/GRADE & REASON FOR LEAVING

Continue on a separate sheet if necessary

Please tell us why you consider yourself to be 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. Look carefully at the key criteria in the Person Specification and make sure that you state your skills and experience in relation to those criteria, it will also help if you reference the main duties and responsibilities in the Job Description.

