

**BIRCHWOOD TOWN COUNCIL**  
**APPLICATION FOR EMPLOYMENT**  
*Confidential*

Please complete this form accurately, giving as many details as possible of your skills and experience relating to the job. Shortlisting will be based on the information gathered from the form, read in conjunction with the Person Specification.

Completed application forms should be signed and returned, either by post, marked '**Confidential**' by **Friday 16th February 2024**, to the following address: Clerk to the Council, Birchwood Town Council, Parkers Farm, Delenty Drive, Birchwood, Warrington, WA3 6AN. Alternatively, signed documents can be scanned and emailed to us: [clerk@birchwoodtowncouncil.org.uk](mailto:clerk@birchwoodtowncouncil.org.uk) by the same date.

**Position Applied For:**

Job Title:

**Personal Details:**

Surname: Previous Surname(s):  
 Title: First Name (s):

**Contact Details:**

Address: Postcode:  
 Town: Email:  
 Daytime Telephone Number (include STD code):  
 Evening Telephone Number (include STD code):

**Driving Licence Details:**

Do you hold a full current Licence? Yes  No   
 If yes, state type of licence eg Private/Light Goods, HGV etc. Please also include any points on your licence and the reasons for them.

**Current Employment Details:**

Title of present /most recent job:  
 Name and address of employer:

Telephone No.: Date left (if applicable):  
 Date Appointed:  
 Current salary or at time of leaving:  
 Reason for leaving (if already left):

**Employment History (prior to above):**

Employer:	Position held and description of duties	Dates from/to

Continued . . .

**Employment History (prior to above) continued:**

Employer:	Position held and description of duties	Dates from/to

*Please continue on a separate sheet of paper if necessary.*

**Education and Training (starting with most recent first):**

School/College/University or Training Provider	Qualifications Gained or Course Studied (include subject, dates and grades attained)

*Please continue on a separate sheet of paper if necessary.*

**Experience/Skills:**

This section is for you to give specific information in support of your application. After reading the Job Description and Person Specification, consider to what extent you have gained any skills or experience relevant to the post. Some relevant experience may have been gained from somewhere other than in paid employment.

**References:**

Please give the name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable, unless you have only worked for one employee.

1	Name:	
	Position:	
	Organisation:	
	Address:	
	Telephone No:	
2	Name:	
	Position:	
	Organisation:	
	Address:	
	Telephone No:	

**Criminal Convictions:**

Do you have any criminal convictions? Yes  No   
If yes, please give details on a separate sheet, this should exclude any spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974

**Additional Information:**

Is there anything concerning your medical history or state of health that is relevant to your application? Yes  No

Please tell us if:  
there are any reasonable adjustments we can make to assist you in your application  
there are any reasonable adjustments we can make to the job itself to help you carry it out

**Additional Information (continued):**

Are there any restrictions regarding your employment, for example, do you require a Work Permit?

Yes

No

If yes, please supply details on a separate sheet of paper.

How much notice do you need to give your current employer? \_\_\_\_\_

Are you related to any Member / Officer of the Town Council?

Yes

No

If yes, please state their name and your relationship to him / her.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Declaration:**

I can confirm that to the best of my knowledge, the above information is correct.  
I accept that providing deliberately false information could result in my dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_