



Ledbury Town Council

APPLICATION FORM

(This form will be photocopied for each member of the selection panel, so please type your answers or write clearly in black ink, using the same size (A4) paper for any additional pages).

Position applied for:	
-----------------------	--

Personal Details

Name			
Address			
Postcode		E-mail	
Home telephone number		Work telephone number	
Mobile number			

Reason for Application

Please tell us why you are applying for this particular position and what attracts you to working for Ledbury Town Council.

--

Employment Details

(Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. You may include continuation sheets if necessary).

Dates		Employer	Position/Responsibilities	Reason for Leaving
From	To			

Please describe briefly your main areas of responsibility in your current post or most recent/relevant post

Period of notice required in current position:

Covering Statement/Additional Information

Please describe how your skills and experience gained in a paid or unpaid capacity relate to the employee specification and the responsibilities required of this post (you may include continuation sheets if necessary).

Administrative Details

Do you require a Work Permit to enable you to work in the UK?		
Rehabilitation of Offenders Act 1974: Have you ever been convicted of a criminal offence?		
If yes, please give details with date and result (Declarations are subject to the provisions of the Rehabilitation Act 1974 as amended)		
Are you related to any Ledbury Town Council member (Councillor) or officer?		
If so, please state the relationship		

Do you hold a current driving licence?	
Do you have access to a car?	
Are you prepared to travel to meetings involving occasional long distances?	
Are there any adjustments that may be required to be made should you be invited to attend for interview? If yes, please give details:	

References

Please give the names of two referees, the first of whom should be your present or most recent employer. References will only be taken up on the preferred candidate for appointment.

Reference 1		Reference 2	
Name		Name	
Position		Position	
Address		Address	
Telephone number		Telephone number	
E-mail		E-mail	

I declare that to the best of my knowledge the information given on this form is correct.

I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and if considered appropriate a medical report all of which must be deemed by the Council as being satisfactory. Please note that if you succeed in your application and take up employment with the Council, the information you have provided in this application form will be used for the administration of your employment and to provide information about you to a third party via your payslip. We will also use the information if there is a complaint or legal challenge relevant to the recruitment process.

Signed: _____

Date: _____

Please return to:

Angela Price – Town Clerk
Ledbury Town Council
Church Street
Ledbury
HR8 1DH
01531 632306

clerk@ledburytowncouncil.gov.uk

Closing date for applications: 12.00 Noon Friday, 29 April 2022