**BISHOP'S CASTLE TOWN COUNCIL**

**APPLICATION FORM**

**Private and Confidential**

Please complete all sections in full, in **black** ink or **typescript**

**Personal information**

|  |  |  |
| --- | --- | --- |
| Post applied for: | Town Warden | |
| Post reference: | BCTC/TW/05/25 | |
| Full Name: |  | |
| Address: |  | |
| Telephone Number (home or mobile): | | |
| Telephone Number (work): | | Can you be contacted at work? YES/NO |
| E-mail address (optional): | |  |

**Employment**

|  |  |  |
| --- | --- | --- |
| Present/most recent employment:  (please indicate whether or not you are still in employed) | | |
| Name and address of employer | Job title and main duties | Date of departure and reason for leaving |
|  |  |  |
| Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed) | | |
| Name and address of employer | Job title and main duties | Date of departure and reason for leaving |
|  |  |  |

**Education**

|  |  |  |
| --- | --- | --- |
| School/college/ university/further education | Subjects studied | Results/grades |
|  |  |  |

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| --- |
| Qualifications and training relevant to this post: |

**General**

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| Are you entitled to work in the United Kingdom? |
| Do you have a UK Driving Licence? |
| Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974). |

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| --- |
| May references be taken up prior to interview (please indicate)? YES NO |
| When would you be available to take up appointment? |
| Where did you hear about this vacancy? |

**Please check that all sections of this application form have been completed.**

|  |  |
| --- | --- |
| **References:**  Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees**.** | |
| Name:  Position:  Address:  Post Code:  Telephone number:  Email address:  Capacity: | Name:  Position:  Address:  Post Code:  Telephone number:  Email address:  Capacity: |

|  |
| --- |
| *Any information given may be retained on computer or in our records. It will be used by the Council for the specific purposes for which it was collected and any other relevant Council purposes. It will not be exchanged or sold to any third party. Anonymised information may be used for statistical purposes.*  *Asylum and Immigration Act 1996: Under Section 8 of the above Act, before appointing an employee, the Council has an obligation to check that they have permission to live and work in the UK. If you are shortlisted for interview, you will be required to bring with you one of the documents specified by the Act for this purpose. Full details will be provided to shortlisted candidates at the appropriate time.*  **Declaration:**  I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.  Signed: ……………………………………………… Date: ……………………….. |
| **Please return this form to the Clerk by post, FA0 Town Clerk, Bishop's Castle Town Council, The Town Hall, Hish Street, Shropshire, SY9 5BG**  **Or by email to townclerk@bishopscastletowncouncil.gov.uk by 12 noon, on Friday 6th June 2025**  **Please note that CVs will not be accepted**  **Interviews will be held on the week commencing Monday 16th June 2025 . If you have not been invited to interview by that date, you may assume that your application has been unsuccessful.** |
| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of contractual requirementto process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. |
| **FOR OFFICE USE ONLY:**  Received Decision  Interview Decision |