

# **Sturminster Newton Town Council**

## **Application Form – Finance Officer**

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### **Guidance Notes for Job Applicants**

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

### **Information in Support of your Application**

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post ensuring that you give evidence and examples. If further space is needed, please continue on a separate sheet.

### **References**

Two references are required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will be taken up if you are the successful candidate following the interviews.

Please submit your application form by 12 noon on Friday 28<sup>th</sup> January 2022 by email to [townclerk@sturminsternewton-tc.gov.uk](mailto:townclerk@sturminsternewton-tc.gov.uk) or by post to the Town Clerk, Sturminster Newton Town Council, Sturminster Newton Dorset, DT10 1FH

# Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

<b>Job Details</b>	
Post applied for:	<b>FINANCE OFFICER</b>
<b>Personal Details</b>	
Surname:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
<b>Telephone numbers</b>	Mobile:
Home:	Work:
Personal email:	
(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
<b>Immigration, Asylum and Nationality Act 2006</b>	
<b>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.</b>	
Do you require a work permit to work in the UK? If yes, please provide details:	<b>Yes/No</b>

**Relationship to any Council member/employee**

To your knowledge, are you related to any member or employee of the council?  
If Yes, please provide details:

**Yes/No**

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

**Present or Most Recent Employment**

**Name of Employer:**

**Address of Employer:**

**Post Code:**

**Job Title:**

**Dates employed:**

**Current or final salary:**

**Period of notice required:**

*Please give a brief outline of your main responsibilities:*

**Previous Employment**

*Please list all previous employment in chronological order (most recent first)*

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

**Education & Qualifications**

*Please give details of all educational qualifications obtained and those currently being pursued*

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

### **Training**

*This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments*

Course Title	Organisation	Dates

### **Membership of Professional Institutes**

Institute	Level of Membership	Year of Award

### **Other Experience**

*Details should be given for any period not accounted for by full-time employment, education and training, e.g. unemployment or voluntary work*

Experience	From/To

<b>References</b>	
<b>Referee 1</b>	<b>Referee 2</b>
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
<p><b>Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.</b></p>	
<b>Rehabilitation of Offenders Act 1974</b>	
<p>Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.</p>	
<b>Additional Information</b>	
Do you hold a current driving licence? <b>Yes/No</b> If YES, please state the type of licence you hold:	Are you a car owner? <b>Yes/No</b> If NO, do you have access to a car? <b>Yes/No</b>
Do you have any current endorsements? <b>Yes/No</b> If YES, please specify:	

## **Declaration**

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

**Data Protection:**

If I accept employment with Sturminster Newton Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

Date:

Name:

**END OF APPLICATION FORM**