



# AYLSHAM TOWN COUNCIL

Council Office, Town Hall, Market Place, Aylsham, Norfolk NR11 6EL.  
 Tel.. – 01263 733354 (09:30 to 3:30) Email – townclerk@aylsham-tc.gov.uk  
 Website – www.aylsham-tc.gov.uk

## APPLICATION FORM FOR EMPLOYMENT STRICTLY CONFIDENTIAL

This application form is an integral part of or selection procedure. It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form as accurately and completely as possible.

**Position Applied for** **COMMUNICATIONS OFFICER**

**Personal Details**

Mr/Mrs/Ms/Miss: Surname: Forenames:

Address: Postcode:

Email Address:

National Insurance Number:

Telephone numbers (inc. code): Work: <span style="float: right;">(Will only be used if necessary and with discretion)</span>	Do you have access to a car? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>
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Home:	Driving license details:
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Mobile:	Details of any endorsements:
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Is your ability to perform the particular job for which you are applying limited in any way? Yes  No   
 If yes, how can we overcome this?

***NB: It may be necessary as a result of the medical questionnaire for some candidates to undergo a medical examination.***

Are you legally eligible for employment in the United Kingdom? Yes  No   
 Do you require a work permit to work in the United Kingdom? Yes  No

**Referees**

Please give details of **two** referees. If you have been employed within the last five years, one of these must be an employer who can comment authoritatively upon your competence and experience in relation to the post in question. (Character references on their own are not sufficient unless you have been unemployed for more than five years.) **We will not contact the referees of those candidates selected for interview prior to the interview date.**

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone No.	Telephone No.
Status:	Status:



**Employment and Career History****Current Post**

Name of Employer:

Address of Employer:

Postcode:

Telephone Number:

Position Held:

Date Appointed:

Present Salary:

Please give a brief description of your current duties:

*(Please continue on a separate sheet if necessary)*

Period of Notice required for present post:

**Career History (most recent first)**

Name and address of employer and nature of business:

Salary:

From:

To:

Brief description of position held and responsibilities:

Reason for leaving:

*(Please continue on a separate sheet if necessary)*

**Convictions**

*NB: If you are applying for a job supervising, caring for, or otherwise connected with children, the elderly, those suffering from a mental disorder, serious illness, injury or congenital deformity, you must always declare any conviction for a criminal offence as the protection offered by the Rehabilitation of Offenders Act 1974 does not apply. For other jobs, only those convictions that are not "spent" need to be declared. **This post is subject to a Disclosure & Barring Service (DBS) check.***

Details of convictions (state "none" if appropriate):

**What are your reasons for applying for this post?**

(Please continue on up to one separate sheet if necessary)

**Hobbies and Leisure Interests**

**Where did you see this position advertised?**

**Declarations**

A candidate must disclose whether, to their knowledge, they are related to any Member of the Town Council, or to an employee of the authority. Are you related to a Member or employee of the Council? Yes  No   
If yes, please state name and relationship:

**Canvassing of members, directly or indirectly, for any employment or contract under the Council shall disqualify the candidate for such appointment.**

To the best of my knowledge, the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal.

**Signature of Applicant:**

**Date:**

Please return this form in an envelope marked "**Confidential - Job Application**" to:  
Aylsham Town Council, Council Offices, Town Hall, Market Place, Aylsham, Norfolk NR11 6EL or by e-mail to  
townclerk@aylsham-tc.gov.uk  
**By 19<sup>th</sup> February 2024**

**For Office Use Only:**

Short Listed for Interview?

Yes  No

If not, give brief reasons: