



MARLOWTOWNCOUNCIL

Court Garden
Pound Lane
Marlow
Bucks
SL7 2AG
01628 484024

office@marlow-tc.gov.uk
www.marlow-tc.gov.uk

Application Form

PRIVATE AND CONFIDENTIAL

Please complete this form in full and return by post to the address detailed above or email it to hilarymartin@marlow-tc.gov.uk

Position applied for		Closing date
Operations and Administration Officer		Friday June 29th
Title	Forename(s)	Family name
Address		Telephone - home
		Telephone – mobile
		Telephone – work
Post code	Personal email	

Employment Record - Please list current and all previous employments starting with your present or last position. Please continue on a separate sheet if necessary.

Date From/To	Position Held/ Duties	Name and address of Employer	Reason For Leaving

Education – please list schools, colleges, universities attended from secondary school onwards.

Date From/To	Name of School, College or University	Qualifications Gained / Grades

Training- please list all trade and professional training, Government training schemes, apprenticeships, courses and secondments.

Date	Organisation	Course Title

Membership of Professional Institutes – please list all memberships

Year of Award	Level of Membership	Institute

Interests - please give details of any outside interests or other information which you feel will support your application.

Supporting Statement - please give your reasons for applying for this position. Include experience you feel you have which would enable you to carry out the role. This is your opportunity to explain how you meet the requirements of the Job Description and Person Specification. Please continue on separate pages of paper if required.

References - please give the names and addresses of two referees. Referee 1 should be your present or last employer if possible.

Referee 1	Referee 2
Name and relationship to you, i.e. manager	Name and relationship to you, i.e. manager
Business Name / Organisation	Business Name / Organisation
Address & email	Address & email
Can we contact referee prior to interview? Yes/No	Can we contact referee prior to interview? Yes/No

References will be obtained and authenticated if you are shortlisted for interview unless you request otherwise.

Asylum and Immigration Act 1996

It is a criminal offence to employ anyone whose migration status prevents them from working in the UK. The Town Council has obligations under the Asylum and Immigration Act. Please confirm below whether, if selected for appointment, you will be able to provide a relevant document e.g. birth certificate, passport, P45 or pay slip, to meet this obligation prior to commencing any employment offered.

YES

NO

If NO please explain:

Rehabilitation of Offenders Act 1974

Have you been convicted of any criminal offence that has not yet been spent?

YES

NO

If YES please give details of the conviction(s) and date(s):

Special Requirements

Do you have any particular requirements regarding interview or other selection arrangements for example a hearing loop?

YES

NO

If YES please give details:

Declaration

I declare that all the foregoing details in this application are true to the best of my knowledge. I understand that if I have knowingly provided false or withheld material information or canvassed a Councillor or Officer of the Council in support of my application I may be dismissed from any post gained as a result. *(If emailed, the email submission will be treated as you signing the declaration).*

Signed

Date