



## MINEHEAD TOWN COUNCIL

Applicant No

# APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned by 5.00 pm on Monday 1 November 2021

To: Ms Sam Rawle, Interim Town Clerk

Minehead Town Council, 3 Summerland Road, Minehead, Somerset TA24 5BP

Email: [clerk@mineheadtowncouncil.co.uk](mailto:clerk@mineheadtowncouncil.co.uk)

## CONFIDENTIAL

*Please complete in black ink or type*

Application for the post of: **Town Clerk/Responsible Finance Officer**

### Employment History

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities, raising family or caring, please also include these.

#### Present (or most recent) Employment

Name and Address of Employer			
Position Held		Is this your current job?	Yes / No
Start Date		Leaving Date (if applicable)	
Notice Required		Basic Salary/Wage	
Other Allowances		Reason for Leaving	
Key responsibilities and/or achievements:			
1			
2			
3			
4			

**All Previous Employment**

Name and Full Address of Employer	Start Date, Leaving Date, Position Held and Main Responsibilities - giving salary	Reason for Leaving

*Please continue on a separate sheet if necessary*

**Please give details relating to *any gaps in your employment history***

--

## Education

Please provide brief details of your education - please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with dates subjects and grades

*Please continue on a separate sheet if necessary*

## Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/Development Activity	Date and Outcome (Grade Achieved where relevant)

*Please continue on a separate sheet if necessary*

## Membership of Professional Bodies

Body	Membership Type

## Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is essential therefore that you cover the requirements listed in the person specification for the job, which are detailed below:

### 1 Educational Qualifications

### 2 Team Management and Leadership

### 3 Communication Skills

**4 Financial Management**

**5 Experience and Knowledge of Local Government**

**6 Policy Development and Strategic Management**

**7 Information and Communications Technology**

**8 Work-Related Personal Qualities**

**9 Operational**

## References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education, please give the name of your tutor or lecturer. *Please indicate by marking clearly with an asterisk (\*) if you do not want us to contact them prior to a conditional offer being made.*

Name	Address
Email Address if available	
Position Held ..... Day Contact Number .....	

Name	Address
Email Address if available	
Position Held ..... Day Contact Number .....	