

# WOODSTOCK TOWN COUNCIL



## APPLICATION FORM

**Private and Confidential**

Please complete all sections in full, in **black** ink or typescript as a Word document

### PERSONAL INFORMATION

Post applied for:	<b>RESPONSIBLE FINANCE OFFICER</b>
Full Name:	
Home Address:	
Telephone Number (home or mobile):	
Telephone Number (work): <i>(if you can you be contacted at work)</i>	
E-mail address:	

### EMPLOYMENT

#### **Present/most recent employment:**

(please indicate whether or not you are still in employment and your salary)

<i>Name and address of employer</i>	<i>Dates (from – to)</i>	<i>Position held</i>	<i>Summary of duties and salary</i>

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<b>Previous employment</b> (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed)			
<i>Name and address of employer</i>	<i>Dates (from – to)</i>	<i>Position(s) held</i>	<i>Summary of duties</i>

## EDUCATION/QUALIFICATIONS

*If you are called for interview you will be requested to provide documents to show that you have gained the qualifications noted in this section.*

<i>School/college/higher/further/ professional education</i>	<i>Subjects/qualifications studied</i>	<i>Results/grades</i>

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### YOUR INTEREST IN THE POSITION

*Please give additional information about your interests and experience (continue on a separate sheet if necessary)*

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## ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Are you entitled to work in the United Kingdom? Yes / No

Please see

<https://www.gov.uk/prove-right-to-work>

If you are called for interview you will be required to provide documents to show that you are entitled to work in the UK.

Have you any criminal convictions you should disclose (other than for spent convictions under the Rehabilitation of Offenders Act 1974)? If so, please give details here or in a separate document.

Do you have a valid Driving Licence? Yes / No

Do you consider yourself to be disabled? Please advise us of any reasonable adjustments to be made for completion of your application form or for interview or for fulfilment of the duties of the role.

Please advise if you are related to any councillor or employee of Woodstock Parish Council. Details here:

If you are successful in your application when would you be available to take up appointment?

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## REFERENCES

Please give the name, address and telephone numbers of two referees. At least one should be your present or most recent employer. Please indicate in what capacity you know the referees.	
Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
E-mail address:	Email address:
Capacity for which known to you:	Capacity for which known to you:
May references be taken up prior to interview (please indicate)?      Yes / No	

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

### **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. I consent to my personal information being processed according to the Data Protection Act 2018.

Signed:

Date:

**Please return this form to Woodstock Town Council, Town Hall, Market Place, Woodstock, OX20 1SL or by email to: [clerk@woodstock-tc.gov.uk](mailto:clerk@woodstock-tc.gov.uk). Please quote reference 'Vacancy' on the envelope or as e-mail subject title and mark as confidential.**

**You may submit a CV in support of your application in addition to this form.**

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## FOR OFFICE USE ONLY:

Received

Decision

Interview Date

Decision