



KIDDERMINSTER TOWN COUNCIL

FOR OFFICE USE: APPLICATION NO:

VACANCY: FINANCE AND CONTRACTS ADMINISTRATOR

Application form

- Kidderminster Town Council is an equal opportunities employer.
- Please complete each section of the form, even if the answer is No or Not Applicable.
- Please write your full name on any continuation sheet to identify the section to which it refers.
- Subject to the declaration signed by you concerning the accuracy of the information given, the information contained in your application will be used for recruitment purposes only.

Your details

Name	
Address	
Contact number	
Email address	

Employment details

Details of your current or recent employment

Name of Employer	
Job Title	
Address of Employer	
Current or recent employment?	Current <input type="checkbox"/> Recent <input type="checkbox"/>
Amount of notice required (if appropriate)	

Education and Qualifications

Details of **Secondary/ High School qualifications and grades**

(Level 1-2 such as GCSE or O level)

Provided within Curriculum Vitae (CV)

Please continue if you have already provided this information within your CV, otherwise please complete the section below.

Subject	Grade		

Details of **Further education qualifications and grades**

(Level 3 such as A level or advanced apprenticeship)

Provided within Curriculum Vitae (CV)

Please continue if you have already provided this information within your CV, otherwise please complete the section below.

Subjects	Grade		

Details of **Higher education qualifications and grades**

(Level 4-8 such as HNC or Degree)

Provided within Curriculum Vitae (CV)

Please continue if you have already provided this information within your CV, otherwise please complete the section below.

Subject	Grade		

Please provide details of any other training

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Please provide details on any membership of professional bodies/associations with level of membership

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References

Details of **two** persons from whom references may be obtained (one of whom must be your present or most recent employer)

REFERENCE 1	REFERENCE 2
NAME:	NAME:
ORGANISATION:	ORGANISATION:
ADDRESS:	ADDRESS:
POSITION:	POSITION:

Please tick the boxes if you **do not** wish a specific referee to be contacted prior to interview

1.
2.

Supporting statement

You will have received a job description for the post you have applied for. Please address each element of the job description and tell us how you meet the level of competence/knowledge required.

General Statement

Please include any general statements you also consider will assist you with this application.

Availability

Are there any dates when you will **not** be available for interview?

When can you start working for us?

Relationships

Are you related to any employee or Councillor at Kidderminster Town Council?
If so, please declare the person you are related to and your relationship.

Other

How did you hear about this position?

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal

If it is discovered that you have canvassed a Councillor or employee of the Council in an attempt to obtain more favourable treatment of your application, the application will be disqualified or if you have already been appointed your employment will be terminated for gross misconduct.

Name:

Signature:

Date:

Please return this completed form via email to:

office@kidderminstertowncouncil.gov.uk

Or by post to:

Job Applications
Kidderminster Town Council
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire
DY11 7WF

If you wish to attach your CV in support of your application, please do so by including it in your email/ including it in your application via post.