



MARKET DRAYTON TOWN COUNCIL EMPLOYMENT APPLICATION FORM

POST DETAILS

Post Title _____

PERSONAL DETAILS

Full Name (Mr/Mrs/Miss/Ms/Other) _____

Address _____

Post Code _____

Tel(Home) _____

Tel (Work) _____

*If necessary may we telephone you at work?

Yes/No

PRESENT EMPLOYMENT

Name of Employer _____

Address _____

Post Code _____

Job Title _____

Who do you report to? _____

Date Commenced _____ How many staff(if any) report to you? ____

Current Salaryand/or *Scale _____ Period of Notice _____

*(Scale applies to Local Government employees only)

Please give dates of any holidays booked: _____

REFERENCES

Please provide the names and addresses of two referees - one of whom should be your present employer. References for short-listed candidates are taken up prior to interview

Name _____ Name _____

Position _____ Position _____

Address _____ Address _____

Post Code _____ Post Code _____

May we contact this referee prior to interview? May we contact this referee prior to interview?

Yes/No **Yes/No**

Name by which you are known to your referee(s) (eg maiden name) _____

RELATIONSHIP TO ELECTED MEMBERS (ie COUNCILLORS) & EMPLOYEES

Applicants for any appointment with Market Drayton Town Council are required to disclose any relationship which they may have with any elected representative, ie. Councillor or employee. "Relationship" includes by birth, marriage, partnership, friendship or business. It is a matter for the applicant to make an appropriate disclosure and failure to do so may disqualify an applicant.

iam/am not* related to any elected or prospective member or any person employed by Market Drayton Town Council (*delete as applicable)

If you are, please name relative/friend etc.

Relationship _____

Name _____

Position _____

DECLARATION

I declare that the information give by me is true. I will not approach any elected members or officers of the Council in order to advance my appointment as I understand that this will disqualify me from consideration; other than if the advertisement invites me to contact a named individual to seek further details.

Signed _____

Date _____

Please Note that it is Town Council policy that any offer of employment with Market Drayton Town Council will be subject to the completion of a satisfactory medical and DBS check.

Market Drayton Town Council
Town Hall
18 Frogmore Road
Market Drayton TF9 4NJ

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www.marketdrayton.gov.uk