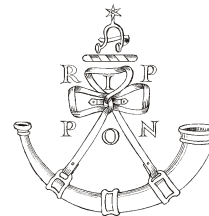


RIPON CITY COUNCIL

Application Form for the position of Deputy Clerk



Please complete in your own handwriting & in black ink & return to:
Clerk To The Council, Town Hall, Market Place South, Ripon HG4 1DD

Personal

Position applied for: Deputy Clerk	Closing date: 16 th October 2016 at noon
Surname:	First names and title:
Address:	Telephone: Mobile: Email:

References

Please give the names and addresses of two referees. One should be your present or last employer. Neither should be a relative or close personal friend.

Referee 1	Referee 2
Name	Name
Address	Address
Telephone:	Telephone:
May we approach them now?	May we approach them now?

Employment Record

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

Date From/To	Position Held/Duties	Name & Address of Employer	Reason for Leaving and salary

Education

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

Please give the reasons you are applying for this position, and detail the experience which in your opinion makes you a suitable applicant and which provides evidence of the essential criteria as set out on the attached sheet. Please use a separate sheet if necessary.

Please give details of any outside interests or other information which you feel will support your

application. Include here membership of professional bodies and service on voluntary organisations.

Employment Record

1. Have you ever been convicted of a criminal offence? Yes No

(Spent convictions, unless exempt under Rehabilitation of Offenders Act 1974, need not be disclosed. You may however be asked to apply for a disclosure if you are working with children or vulnerable adults.)

2. Are you related to any elected Councillor or employee of the Council? Yes No

3. Do you require a work permit to take up employment in the UK? Yes No

4. Do you hold a current driving licence? Yes No

5. Are you a car owner: Yes No

If so would you be willing to use your vehicle for work purposes? Yes No

I confirm that this is a true and complete record

Signature _____ Date: _____