

(STRICTLY CONFIDENTIAL)



WALMER TOWN COUNCIL EMPLOYMENT APPLICATION FORM

TOWN CLERK	
PERSONAL DETAILS (BLOCK CAPITALS)	
Name:	National Insurance No:
Address:	Telephone No:
	Mobile No:
	E-mail:
Postcode:	
Do you hold a full current Driving Licence YES/NO	Do you own, or have use of a car? YES/NO
Do you require a work permit to work in the UK? YES/NO	
EMPLOYER REFERENCES	
Please give details of two individuals we can approach for an employment reference. One should be your present or most recent employer. Walmer Town Council will not apply for references until permission has been given by the applicant.	
Name	Name
Occupation/Job Title	Occupation/Job Title
Address	Address
Telephone No:	Telephone No:
Email:	Email:
Permission given to contact prior to interview: YES/NO	Permission given to contact prior to interview: YES/NO

EMPLOYMENT PARTICULARS

Name and address of current employer:

Position Held:

Date Employment Commenced:

Salary:

Period of Notice required:

Email:

Brief description of duties/responsibilities

Please explain your reason for leaving this post:

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)Employer and
Nature of Business

Position Held and Dates

Reason for Leaving

EDUCATION and TRAINING

Please provide details of all educational qualifications achieved, courses, other training, apprenticeship details etc.

PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

Please provide details of all skills, knowledge and experience which you believe are relevant to this position and demonstrate your suitability for the role.

INTERESTS/HOBBIES OUTSIDE OF WORK

Please share with us what your main interests are outside of work.

PLEASE NOTE:

COMPLETION OF FORM

The Council is seeking to ensure that it appoints the right candidate to the job and that applications for employment are treated in a fair and consistent manner. The various sections of the form ask for information that is necessary to ensure that this can be achieved. Candidates must complete fully all sections of the application form in sufficient detail to ensure that the application form can be properly evaluated. If you do not complete the form fully, you run the risk that your application will not be processed further.

HOW DID YOU FIND OUT ABOUT THIS VACANCY?

(If from a publication, please state which one)

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?

YES/NO

If YES, please give details on a separate form. You need not include convictions which are "spent" under the Rehabilitation of Offenders Act, 1974.

ARE YOU RELATED TO ANY MEMBER OR OFFICER OF THIS TOWN COUNCIL?

YES/NO

(If YES, please give details) Canvassing of members of the Council shall disqualify the candidate for the appointment.

I declare that the details given in this application are correct to the best of my knowledge and belief, and acknowledge that I will be required to provide documentary evidence to substantiate certain information eg birth certificate, examination certificates etc. I understand that giving false information will disqualify me from being appointed or, if appointed may result in my dismissal.

SIGNED:

DATE:

This form should be addressed to the Chairman of Walmer Town Council, Trevor Bond, emailed to clerk@walmercouncil.co.uk
Or delivered to the Council offices at No 62 The Strand Walmer, Kent, CT14 7DP

CLOSING DATE for applications 31st October 2026

Interviews will take place during the first two weeks of November