

HEDON TOWN COUNCIL

APPLICATION FORM

Private and Confidential

Please complete all sections in full, in **black** ink or typescript

Personal information

Post applied for:	ADMIN OFFICER		
Post reference:			
Full Name:			
Address:			
Telephone Number (home or mobile):			
Telephone Number (work):		Can you be contacted at work? YES/NO	
E-mail address (optional)			

Employment

Present/most recent employment: (please indicate whether or not you are still in employment)		
Name and address of employer	Position held	Summary of duties
Previous employment (please give your latest employment first and explain any periods not accounted for). Continue on a separate sheet of paper if needed.		
Name and address of employer	Position(s) held	Summary of duties

Education

School/college/university/further education	Subjects studied	Results/grades

Professional qualifications:

Other qualifications and training relevant to this post:

General

Are you entitled to work in the United Kingdom?

Do you have a current DBS?

Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1994, see explanatory notes)

Please use this space to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. **You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.**

References: Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.	
Name: Position: Address: Post Code: Telephone number: Capacity:	Name: Position: Address: Post Code: Telephone number: Capacity:

May references be taken up prior to interview? (Please indicate) YES / NO
When would you be available to take up appointment?

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. Signed: Date:

Please return this form to: Ms Caroline Addy, Town Clerk, Hedon Town Council, Town Hall, St Augustine's Gate, Hedon HU12 8EX by 12 noon, on Friday 21 August 2026 and quote ref: Admin Officer on the envelope. "Interviews will be arranged after the closing date. Only applicants selected for interview will be contacted. If you have not heard from us within four weeks of the closing date, please assume that your application has been unsuccessful."	
FOR OFFICE USE ONLY: Received Interview	Decision Decision