



CYNGOR DINAS BANGOR CITY COUNCIL
APPLICATION FORM

Job Title	TOWN CLERK & FINANCE OFFICER
Return Form To	IAN D JONES TOWN CLERK & FINANCE OFFICER

Your Personal Details

Your Surname	
Your Forename(s)	
Your Address	
Your Postcode	
Your Home Number	
Your Mobile Number	

Your Employment History

Please give details of your last 4 jobs, beginning with your present or most recent. You should detail work experience, part-time and temporary positions.

Employer 1

Employer Name and Address	
Dates of Employment	
Job Title	
Duties and Responsibilities	
Hours of Work	
Wage/Salary	
Reason for Leaving	
If present employer, the number of weeks'/months' notice required	

Employer 2

Employer Name and Address	
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Dates of Employment	
Job Title	
Duties and Responsibilities	
Hours of Work	
Wage/Salary	
Reason for Leaving	

Employer 3

Employer Name and Address	
Dates of Employment	
Job Title	
Duties and Responsibilities	

Hours of Work	
Wage/Salary	
Reason for Leaving	

Employer 4

Employer Name and Address	
Dates of Employment	
Job Title	
Duties and Responsibilities	
Hours of Work	
Wage/Salary	
Reason for Leaving	

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Your Education and Training

Please give details of relevant qualifications and/or details of any relevant training/courses that you have attended.

N.B. We verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks regarding your qualifications being carried out.

Secondary Education

Name and Address of Secondary School	
Dates Attended	
Qualifications/Grades	

Further/Higher Education

Name and Address	
Dates Attended	
Qualifications/Grades	

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Name and Address	
Dates Attended	
Qualifications/Grades	

Other Relevant Professional Qualifications or Skills	
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Professional Bodies

Are you a member of any professional bodies?	Yes / No If yes please provide details?
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Driving Licences

Do you have a full driving licence?	Yes / No
Do you have any current endorsements on your licence?	Yes / No If yes, please provide details.

Convictions

Have you ever been convicted of a criminal offence?	Yes / No If yes, please give details of any convictions including unspent convictions.
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Other Information

Please provide us with any other information which you feel is relevant to your application

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Referees

Please give the details of two referees (one should be your current or most recent employer):

I. Name:	2. Name:
Address:	Address:
Telephone number:	Telephone number:
Occupation:	Occupation:
Time known:	Time known:

Data Protection

Bangor City Council is the Data Controller under the new data protection law and will only use your personal information for purposes relating to your recruitment and possible future employment with us. Privacy notice available on request.

I hereby give my consent to the City Council processing the data supplied in this application form for the purpose of recruitment and selection.

Applicant's signature:

Date:

Declaration

I declare that the information given in this application is to the best of my knowledge complete and correct. I accept that any false, incomplete or misleading statements may lead to my dismissal.

Applicant's signature:

Date:
