LYTCHETT MINSTER AND UPTON TOWN COUNCIL

APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned by: 4.00pm on Monday 16 March 2026
To: Cllr R Griffin
Lytchett Minster and Upton Town Council
1 Moorland Parade, Moorland Way
Upton, Poole
Dorset BH16 5JS
Email: community@lytchettminsterandupton-tc.gov.uk Tel: 01202 632070

CONFIDENTIAL

Please complete in black ink

Application for the post of: Town Clerk and Responsible Finance Officer

Employment History

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

Present (or most recent) Employment			
Name and Address of Employer:			
Position Held		Is this your current job?	
Duration of Employment		Leaving Date (if Applicable):	

Notice Required		Basic Salary/Wage	
Other Allowances		Reason for Leaving	
Key responsibilities and/or achievements: 1. 2. 3. 4.			

All Previous Employment		
Name and Full Address of Employer	Duration of employment, position held and main responsibilities – giving salary	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details relating to <u>any gaps</u> in your <u>employment history</u>

Education

Please provide brief details of your education. Please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with subject and grades

Please continue on a separate sheet if necessary

Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/Development Activity	Outcome – Grade Achieved where relevant

Please continue on a separate sheet if necessary

Membership of Professional Bodies

Body	Membership Type

Relevant Experience

Please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post (in no more than **500 words**). This could include voluntary work, leisure interests and other activities, which you consider to be relevant to the position. In completing this section it is important that you refer to the requirements in the job description/person specification and provide evidence of how you meet the essential and desirable criteria.

References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One should be your present/most recent employer. If you have not been in paid employment since leaving full-time education please given the name of your tutor or lecturer.

Name: _____

Address: _____

_____ Postcode: _____

Email: _____ Telephone: _____

Why is this person your referee? _____

Can we contact them prior to the interview? YES ☐ NO ☐

Name: _____

Address: _____

_____ Postcode: _____

Email: _____ Telephone: _____

Why is this person your referee? _____

Can we contact them prior to the interview? YES ☐ NO ☐

Declarations
INTERVIEW ARRANGEMENTS If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details: …… **DATA PROTECTION** The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment **UNDERTAKING** Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true and correct in all respects. Signed:…… Date:……