



Application for Employment

APPLICATION FOR APPOINTMENT AS: Finance & Administration Officer

Personal Details	
Title:	First Name:
Surname:	
Address	
Tel:	Mobile:
E-mail:	

Current or most recent employment:	
Employer's name and address	Position held
Date started:	Salary:
Date finished (if appropriate):	
Brief description of duties:	

Past Employment – starting with most recent

From (date)	To (date)	Employer (Name and address)	Position held (Summary of duties)	Reason for leaving

Please list any periods of sickness over the last two years:

Education (Secondary/Higher/Further)

From (date)	To (date)	Establishment (Name and address)	Qualifications (including subject, grade and date)

Hobbies, interests, etc which may be relevant to this post

Please provide details of any criminal convictions which are not spent under the Rehabilitation of Offenders Act 1974.

Date:

Nature of Offence:

REASONS FOR APPLYING: Please look carefully at the person specification. State how your skills, knowledge, values and experience match the criteria set in the job description and person specification. You may use this section to include any supporting information that you feel will aid your application. Continue on a separate sheet, if necessary.

Positive about disability

The Council welcomes applications from people with disabilities and will guarantee an interview to all disabled candidates who demonstrate they meet the essential requirements of the post. The information requested below will help us to ensure that disabled candidates have fair and equal access to recruitment opportunities and that we fulfil our obligations under the Equality Act 2010. Under this Act, a person with a disability is defined as having 'a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider yourself to have a disability? YES ☐ NO ☐

If YES, would the provision of any aids or reasonable adjustments assist you in carrying out the duties of the post? (If yes, this will be discussed with you at interview) YES ☐ NO ☐

References

Name and address and phone number of two referees, one of whom should be a present or most recent employer or (if appropriate) tutor.	
Name Address Telephone number	Name Address Telephone number
In what capacity do you know your referees:	
Do you have any objection to our approaching these referees before any interview?	
1. ☐ YES ☐ NO	2. ☐ YES ☐ NO

Canvassing

If you are related to any Elected Member of the Town Council, please give details below. Canvassing will disqualify any candidate.

I confirm that, to the best of my knowledge, the information given on this form is correct and can be treated as part of any subsequent Contract of Employment.

SIGNATURE:

DATE:

**Please return form to: Clerk to the Council
Alnwick Town Council
The Lindisfarne Centre
Alnwick
NE66 1AX**

**Or email to: peter.hately@alnwick-tc.gov.uk
to arrive no later than 12 noon on Thursday 31st July 2025**