



# Skipton Town Council

Town Hall  
High Street  
SKIPTON  
North Yorkshire  
BD23 1FD

## JOB APPLICATION FORM – COMPLETION NOTES

Dear Candidate,

These notes are provided to assist you in the completion of your application form. If you have any further questions, please contact the Council's offices for assistance. Contact details are provided at the end of these notes.

### **GENERAL**

You should ensure that you complete ALL sections of the application form. Incomplete sections may result in your application not being considered.

Your completed form may be copied or scanned, so please complete as clearly as possible in **BLACK INK** or type. If you prefer, a copy may be downloaded to your computer from the Town Council's website for completion.

You should keep your answers to the questions as concise as possible, but if you do need more space any additional sheets should be attached securely to the application form

We request that all applicants **DO** send a CV alongside their completed application form.

### **Section 1:    JOB DETAILS**

Ensure that the post for which you are applying is clearly stated

### **Section 2:    PERSONAL INFORMATION**

Please ensure that FULL details are included. In particular you should include all forename(s), a full address including postcode and at least one contact telephone number in case we need to contact you in connection with your application.

### **Section 3:    CURRENT/MOST RECENT EMPLOYMENT**

Please give details of your current employment/ education provider (if you are still at college) or, if you are not currently employed/ in education, your most recent position.

We will not contact your current employer, unless they are included as a Referee in Section 6 and you have given us permission to do so.

You should give a brief outline of what your current job involves and briefly state why you are interested in the vacancy for which you are applying.

#### **Section 4: ADDITIONAL INFORMATION**

This section is your opportunity to tell us why you feel you are suitable for the position. You can do this in the space provided or on an attached CV.

In particular, we would be interested in any experience, skills and abilities relevant to the job you are applying for. You should state why you think they are relevant and how you could apply them if you were successful with your application.

Any such skills or experience do not necessarily come from previous work experience, they may have been acquired through school, voluntary work, hobbies and interests or your home life.

You may use additional sheet(s) as required, but you should remember to keep the information relevant to the position for which you are applying.

It is recommended that you read the job profile carefully before completing this section.

#### **Section 5: DRIVING LICENCE**

The information you provide in this section will only be considered as part of the recruitment process if a driving licence is an essential requirement of the job for which you are applying.

For some positions, a driving licence may be an advantage – but any specific requirement will be stated in the relevant advertisement and job profile.

#### **Section 6: REFEREES**

It is very important that this section is completed in full, as Skipton Town Council will only confirm an offer of appointment subject to satisfactory references.

Generally, your first Referee should be your current employer or (if this would be your first job) a college tutor or similar person.

The second person should preferably be in a position of responsibility, and should know you sufficiently to be able to comment on your suitability for the position applied for.

Your referees should not be relatives.

There is nothing to prevent a Councillor or Council Officer from acting as a referee, but your attention is drawn to Section 9 of the application form.

Generally, Skipton Town Council will not contact a referee ahead of any interview. However, you should tick the appropriate box in this section if you specifically wish to ensure this does not happen.

#### **Section 7: SPECIAL ARRANGEMENTS**

If you think you will need any reasonable adjustments to be made or assistance provided during the recruitment process, you should indicate the nature of that support in this section.

## **Sections 8 to 12**

You should read these sections carefully as they contain important information connected with the recruitment process. Please note that a response is required in Section 8 – and a response may be required in Section 9 if any of the criteria apply.

## **Section 13: CONFIRMATION OF DETAILS**

You should now check that your application has been completed fully – and any supplementary sheets are securely attached.

Please read the declaration the sign and date the form before submitting it.

Unsigned applications will be returned.

## **PERSONAL INFORMATION SHEET**

Skipton Town Council is committed to equality of opportunity. The information you provide on the Personal Information Sheet will be held confidentially, will be separated from the main application form and will not be used as part of the recruitment process.

## **WHAT TO DO WHEN YOUR APPLICATION IS COMPLETE**

Please double-check that you have completed ALL sections of the form IN FULL and in line with the information provided in these notes and on the application form itself.

PLEASE ENSURE THAT YOUR APPLICATION REACHES US BEFORE THE CLOSING DATE

Proof of posting will not be accepted as proof of delivery. It is your responsibility to ensure that your application reaches us on time. Any applications received after the closing date will not be considered.

Your completed application should be sent to:

***Jenny Dean, Acting Administration & Member Services Manager  
Skipton Town Council  
Town Hall, High Street, SKIPTON, BD23 1FD***

**If you require any further information, please contact the office on  
(01756) 700553**