

**PRIVATE AND CONFIDENTIAL  
APPLICATION FORM**

**Post Applied for:** Town Clerk/RFO

**Notes:**

1. *Please complete all sections of the form in ink or typed*
2. *Additional sheets may be attached where necessary*
3. *Please return by email to [clerk@horshamtowncouncil.gov.uk](mailto:clerk@horshamtowncouncil.gov.uk)*
4. *The closing date for applications is Monday 20<sup>th</sup> July 2026 at 12 noon*
5. *Horsham Town Council is an equal opportunities employer*

**1. PERSONAL DETAILS**

Surname

Telephone No. (mobile)

Forename(s)

Telephone No. (home)

Address

Email Address

Post Code

**2. PROFESSIONAL MEMBERSHIP**

**Organisation**

**Membership Status**

### 3. EDUCATION & QUALIFICATIONS

Dates		School/College/University	Qualifications (subject & Level)	Grades achieved
From	To			

### 4. TRAINING

Please give details of any courses you have completed which you think are relevant to this post

Date	Subject and summary of content	Expiry date (if applicable)

## 5. PRESENT/MOST RECENT EMPLOYMENT

Name & address of Employer:

Job Title:

Salary & allowances: £

Date started:

Period of notice required:

Main duties:

## 6. PREVIOUS EMPLOYMENT

Dates		Name & Address of Employer	Job Title	Reason for leaving
From	To			

## 6. PREVIOUS EMPLOYMENT (Continued)

Dates		Name & Address of Employer	Job Title	Reason for leaving
From	To			

## 7. OUTSIDE INTERESTS AND SKILLS

Please give brief details of your interests and/or skills utilised outside of work that you feel would contribute and strengthen your application:

## 8. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please explain why you are applying for this vacancy and how you meet the Person Specification for this post, in particular the essential criteria, relating to previous experience and training:

**9. OTHER INFORMATION**

Do you hold a current, full Driving Licence? (Only required where relevant to the role)  
Please give details of any penalty points and/or driving convictions in the last five years.

**10. HEALTH & MEDICAL INFORMATION**

Pre-employment health questions are not asked at this stage. If you are successful, you may be required to complete a 'Declaration of Health Questionnaire'

**11. INTERVIEW ARRANGEMENTS**

Please advise of any adaptations you may require for the interview on our premises:

**12. REFERENCES - Please provide two referees (preferably your two most recent employers)**

Name:	Name:
Job Title:	Job Title:
Address:	Address:

Postcode:	Postcode:
Tel No:	Tel No:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Unless otherwise stated, referees may be contacted prior to interview.	Unless otherwise stated, referees may be contacted prior to interview.

### 13. CODE OF CONDUCT

Are you related to any Councillor or Employee of this Council?

If yes, please give details:

*Please note, canvassing of Councillors or Officers, directly or indirectly, will disqualify this application.*

### 14. RIGHT TO WORK IN THE UK

Are you legally entitled to work in the UK?

*We will require evidence of this prior to commencing employment.*

### 15. CRIMINAL RECORD

Have you any unspent criminal convictions?

*Disclosure is subject to the Rehabilitation of Offenders Act 1974*

If yes, please give details:

### 16. DATA PROTECTION

The information provided on this form will be processed in accordance with the Data Protection Act 2018 and UK GDPR.

It will be used for the purpose of managing the recruitment process, assessing your suitability for the role, and, if successful, administering your employment.

Personal data relating to unsuccessful applicants will be retained in accordance with the Council's Document Retention Schedule and then securely deleted.

For further information, please refer to the Council's Privacy Notice available on the Council's website.

Signed .....

Date:

**17. DECLARATION**

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Signed .....

Date: