



Madeley Town Council

Jubilee House
74 High Street
Madeley
TELFORD, Shropshire TF7 5AH
Tel: 01952 567280
Email: clerk@madeleytowncouncil.gov.uk
Town Clerk: Kate Southgate

Job Application Form

The Information on this Form is Confidential

POST APPLIED FOR: Responsible Finance Officer

APPLICATION TO BE RETURNED TO THE ABOVE ADDRESS BY: Friday 7 August 2026

1. Personal Details:

Surname/Family Name: [Click here to enter text.](#) Initials: [Click here to enter text.](#)

Home Address: [Click here to enter text.](#) Postcode: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

2. Education & Training:

Please give details of formal academic qualifications:

Qualifications Gained	Grade/Class (<i>If applicable</i>)	Full or Part Time	Date Obtained
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Other courses attended – please give details of any other training undertaken, including short and in-service training:

[Click here to enter text.](#)

3. Present or Most Recent Employment:

Job Title: [Click here to enter text.](#)

Employer and Address: [Click here to enter text.](#)

Tel: [Click here to enter text.](#) May we contact you on this number? YES ☐ NO ☐

Date appointed: [Click here to enter a date.](#) Present wage/salary: £ [Click here to enter text.](#)

Date left (*if applicable*): [Click here to enter a date.](#) Grade/scale (*if in local government employment*): [Click here to enter text.](#)

Please describe the duties and responsibilities of your current (or most recent) job. Please use an additional sheet if necessary, ensuring that each additional sheet bears your name and title of the job for which you are applying.

[Click here to enter text.](#)

4. Previous Experience:

Latest employment first. Please account for any significant breaks.

Please use additional sheet/s as necessary and ensure that each sheet bears your name and the title of the job for which you are applying.

Name of Employer	Job Title	Dates from – to	Reason for Leaving
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

5. Other Relevant Information

Please set out below any further information which you feel will be useful in support of your application. Refer to the Job Description and Job Specification and include your reasons for applying and details of any voluntary/community work, spare time activities or leisure interests which may be relevant to the job.

[Click here to enter text.](#)

6. Persons with a Disability

The Disability Discrimination Act, 1995 defines a person with a disability as someone who has “a physical or mental impairment which has a substantial and adverse, long term effect on his/her ability to carry out normal day-to-day activities”.

Under this definition do you consider yourself to have a disability? Please state: YES ☐ NO ☐

If you are selected for interview are there any special requirements We may need to make provision for? Please state: YES ☐ NO ☐

If yes, and you are successful in obtaining an interview we will contact you after the shortlist has been drawn up to discuss arrangements.

7. Miscellaneous

- a. Do you hold a full current driving licence? YES ☐ NO ☐
- b. Are you related to any Madeley Town Councillor or employee? YES ☐ NO ☐
- If YES, please give details:

Name: [Click here to enter text.](#)

Relationship: [Click here to enter text.](#)

NOTE: Canvassing Councillors or employees about this application, directly or indirectly, will Disqualify you from consideration.

- c. Please give details of **any** criminal convictions. We will take them into account if we consider them relevant to the job for which you have applied. You are not required to disclose convictions which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under that Act, in which case a separate form will be enclosed.

[Click here to enter text.](#)

8. References:

Please give details of two referees whom we may ask about your suitability for the post. One of these should be your present or most recent employer.

i) **Name:** [Click here to enter text.](#)
Address: [Click here to enter text.](#)

Tel: [Click here to enter text.](#)
Email: [Click here to enter text.](#)

Occupation: [Click here to enter text.](#)

ii) **Name:** [Click here to enter text.](#)
Address: [Click here to enter text.](#)

Tel: [Click here to enter text.](#)
Email: [Click here to enter text.](#)

Occupation: [Click here to enter text.](#)

May these references be taken without further authority from you? i) YES ☐ NO ☐ ii) YES ☐ NO ☐

9. Your Signature:

I certify that to the best of my knowledge the details provided on this application form and any other supporting papers are true and accurate.

Furthermore, I understand that the provision of false information will result in the termination of any contract of employment entered into.

Signature of applicant:

X

signature

Date: [Click here to enter a date.](#)