



76 Front Street
 Newbiggin by the Sea, Northumberland
 NE64 6QD
 Town Clerk: Elaine Brown
 Tel: 01670 851833
 Email: townclerk@newbiggintowncouncil.gov.uk
 Website: www.newbiggintowncouncil.gov.uk

POST APPLIED FOR:	ASSISTANT CLERK & PROJECTS OFFICER
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PERSONAL DETAILS

Surname:	First name(s):
Former or changed name(s):	
National Insurance Number:	Current Address:
Home Tel:	
Work Tel:	
Email:	Post Code:
Do you consider yourself to have a disability?	Yes / No
Please tell us about any reasonable adjustment you need to help you with your employment application, and	
Please tell us about any reasonable adjustment you need to help you do the job for which you are applying.	
Are there any restrictions to your ability to work in the United Kingdom?	

RELATIONSHIPS AND CANVASSING

Please declare below any family or close relationship with an existing employee or councillor of Newbiggin by the Sea Town Council.
CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS

CURRENT EMPLOYER (OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER)
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Employer's name	Position held
Employer's address	Date started
	Date finished
	Reason for leaving
Salary	Other Benefits

Brief description of duties, responsibilities etc

OTHER RELEVANT ACHIEVEMENTS AND INTERESTS (e.g. leisure interests and hobbies)

REFERENCES
Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. References from friends or purely social acquaintances are unacceptable.

Name
Position
Relationship
Address
Postcode
Telephone No.
Permission to contact prior to interview Yes/No

Name
Position
Relationship
Address
Postcode
Telephone No.
Permission to contact prior to interview Yes/No

DECLARATIONS



I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for Newbiggin by the Sea Town Council to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.

SIGNED..... **DATE**.....

PLEASE RETURN THIS FORM BY NOON FRIDAY 30JULY 2021 TO:

**Town Clerk, Newbiggin by the Sea Town Council,
76 Front Street, Newbiggin by the Sea, Northumberland NE64 6QD**