



EMPLOYMENT APPLICATION FORM

POST DETAILS

Post Title: **DIRECT LABOUR FORCE DEPUTY SUPERVISOR & MARKET ASSISTANT**

PERSONAL DETAILS

Full Name (Mr/Mrs/Miss/Ms/Other) _____

Address: _____

_____ Post Code: _____

Tel (Home): _____ Tel* (Work): _____

*If necessary, may we telephone you at work?

YES ☐ NO ☐

Email Address _____

STATEMENT – I hold a full, valid UK driving licence YES ☐ NO ☐

Where did you see this post advertised? _____

PRESENT/MOST RECENT EMPLOYMENT

Name of Employer: _____

Address: _____

_____ Post Code: _____

Job Title: _____ Who do you report to? _____

Date commenced: _____ Period of Notice: _____

Current Salary and/or Scale: _____

* (Scale applies to Local Government Employees Only)

Please give dates of any holidays booked: _____

Date of Leaving if applicable: _____

Reason for leaving is applicable: _____

INFORMATION TO SUPPORT YOUR APPLICATION *(please continue on a separate sheet if necessary)*

Please use this space to summarise your present duties and to emphasise those elements of your experience and abilities and any other information about yourself which you feel are particularly relevant to the position applied for, paying particular attention to the job description and person specification for the post.

OUTSIDE HOBBIES/INTERESTS *(please continue on a separate sheet if necessary)*

| EDUCATION, QUALIFICATIONS AND TRAINING (you may be required to produce evidence of qualifications) | | | | | |
|--|--------------|----|----------------|-------|-------------|
| Secondary School/College/University | Approx Dates | | Qualifications | Grade | Approx Date |
| | From | To | | | |
| | | | | | |

Membership of Professional Bodies: _____

Grade: _____ Date: _____

| PREVIOUS EMPLOYMENT – MOST RECENT FIRST (please continue on a separate sheet if necessary) | | | | | |
|--|-----------|--------------|----|--------|--------------------|
| Employer | Job Title | Approx Dates | | Salary | Reason for leaving |
| | | From | To | | |
| | | | | | |

REFERENCES

Please provide the names and addresses of two referees – one of whom should be your present employer.

References for short-listed candidates are taken up prior to interview unless you request otherwise.

| | |
|---|---|
| Name: _____ | Name: _____ |
| Position: _____ | Position: _____ |
| Address: _____ | Address: _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Post Code: _____ | Post Code: _____ |
| Email Address _____ | Email Address _____ |
| May we contact this referee prior to interview? | May we contact this referee prior to interview? |

YES ☐ NO ☐ YES ☐ NO ☐

Name by which known to our referee(s) (e.g. maiden name) _____

RELATIONSHIP TO ELECTED MEMBERS (EG. COUNCILLORS) AND EMPLOYEES

Applicants for any appointment with Ludlow Town Council are required to disclose any relationship which they may have with any elected representative, ie. Councillor or employee. "Relationship" includes by birth, marriage, partnership, friendship or businesses. It is a matter for the applicant to make an appropriate disclosure and failure to do so may disqualify an applicant.

I am/am not* related to any elected or prospective member or any person employed by Ludlow Town Council. * *(delete as applicable)*

If you are, please name relative/friend etc Name: _____

Relationship: _____ Position: _____

INTERVIEW ARRANGEMENTS

If you need any particular arrangements to be made in order for you to be interviewed for this position, please give details below.

I am/am not* available for interview on 1st October 2025.

*delete where applicable.

DECLARATION

I declare that the information given by me is true. I will not approach any elected members or officers of the Council in order to advance my appointments as I understand that this will disqualify me from consideration; other than if the advertisement invites me to contact a named individual to seek further details.

Signed: _____

Date: _____

RETURN APPLICATION NO LATER THAN 9am Monday 22nd September 2025

by email to:- assistant@ludlow.gov.uk

(Please put in the Subject box of your email 'Job Application')

or post to:- Gina Wilding, Town Clerk, Ludlow Town Council, The Guildhall, Mill Street, Ludlow
SY8 1AZ

(Please mark envelope as 'Job Application')

In case of queries please call Tel: 01584 871 970

PRIVACY NOTICE

Ludlow Town Council collects and manages personal data under the Data Protection Act 1933 and the General Data Protection Regulations 2018.

Your information will be lawfully processed by the Council and will not be shared with any third parties without consent.

To find out more about our privacy arrangements, please access the Council's website www.ludlow.gov.uk where our full Privacy Notice and Privacy Policy can be viewed.