****

**APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| **POST APPLIED FOR** | Administrative Officer (Maintenance) (22 hours/week - flexible) |

|  |  |  |  |
| --- | --- | --- | --- |
| **LAST NAME** |  | **FIRST NAME** |  |

|  |  |
| --- | --- |
| **ADDRESS** |  |

|  |  |
| --- | --- |
| **EMAIL ADDRESS**  |  |

|  |  |
| --- | --- |
| **DAYTIME TELEPHONE NUMBER** |  |

|  |  |
| --- | --- |
| **EVENING TELEPHONE NUMBER** |  |

|  |  |
| --- | --- |
| **DO YOU HOLD A CURRENT FULL DRIVING LICENCE? Y/N**  |  |

|  |  |
| --- | --- |
| **ARE YOU A CAR OWNER OR DO YOU HAVE ACCESS TO A CAR? (If so, please specify)** |  |

|  |
| --- |
| **ARE YOU RELATED TO ANY COUNCIL MEMBER OR EMPLOYEE?****(NB: failure to disclose such a relationship and/or canvassing will result in disqualification)** |
|  |

|  |  |
| --- | --- |
| **DO YOU HAVE THE RIGHT TO WORK IN THIS COUNTRY? Y/N** |  |

|  |  |
| --- | --- |
| **INTERESTS OUTSIDE WORK** |  |

|  |
| --- |
| **EDUCATION AND TRAINING**Please give details of qualifications achieved (e.g. NVQs, GCSEs etc) (Insert additional lines if required) |
| **QUALIFICATION****(TYPE & SUBJECT)** | **NAME OF SCHOOL, COLLEGE, UNIVERSITY ETC** | **GRADE/****LEVEL ATTAINED** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **MEMBERSHIP OF PROFESSIONAL BODIES**(Insert additional lines if required) |
| **NAME OF PROFESSIONAL BODY** | **LEVEL OF MEMBERSHIP** | **DATE AWARDEDMM/YY** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **TRAINING**Please give details of training you have undertaken that may be of relevance to the position applied for |
|  |
| **EMPLOYMENT HISTORY** |
| **CURRENT/ MOST RECENT EMPLOYMENT** (If you are currently unemployed, you must still complete this section with your most recent employment and add what you have been doing since you became unemployed) |
| **NAME & ADDRESS OF EMPLOYER** |  |
| **DATE EMPLOYED FROM** |  |
| **DATE EMPLOYED TO** |  |
| **POST(S) HELD AND BRIEF OUTLINE OF DUTIES AND RESPONSIBILITIES** | **PRESENT/LEAVING SALARY,****REASON FOR LEAVING** |
|  |  |

|  |
| --- |
| **PREVIOUS EMPLOYMENT**Most recent first. Indicate any gaps in employment and state what you were doing during that time. (Insert additional lines if required) |
| **NAME & ADDRESS OF EMPLOYER** | **POST HELD AND BRIEF****OUTLINE OF DUTIES** | **LEAVING SALARY,****SCALE / GRADE,****REASON FOR LEAVING** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **PLEASE TELL US WHY YOU CONSIDER YOU ARE A SUITABLE CANDIDATE FOR THIS APPOINTMENT BY REFERRING TO THE JOB DESCRIPTION AND PERSON SPECIFICATION AND COMPLETING THE FOLLOWING QUESTIONS:** |

|  |
| --- |
| **1) Please provide an example as to when you had to work on your own initiative and the outcome (Max 300 words)**  |
|  |

|  |
| --- |
| **2) Please describe what being part of a team means to you and how you see your role in any team. (Max 300 words)** |
|  |

|  |
| --- |
| **3) Please give any further examples relevant to the Job description or person specification that demonstrate your suitability to the role (max 400 words)** |
|  |

|  |  |
| --- | --- |
| **REHABILITATION OF OFFENDERS****Have you ever been convicted of or are you currently charged with any criminal offence (other than a conviction spent under the provisions of the Rehabilitation of Offenders Act 1974)? Y/N**(Insert additional lines if required) |  |
| **DATE OF****CONVICTION** | **OFFENCE** | **SENTENCE** |
|  |  |  |
|  |  |  |

|  |
| --- |
| **REFEREES – Two references are required including****one from your most recent employer.** |
| **FIRST REFERENCE** | **SECOND REFERENCE** |
| **NAME** |  | **NAME** |  |
| **ADDRESS** |  | **ADDRESS** |  |
| **TEL NO** |  | **TEL NO** |  |
| **EMAIL** |  | **EMAIL** |  |
| **HOW LONG HAVE THEY KNOWN YOU?** |  | **HOW LONG HAVE THEY KNOWN YOU?** |  |
| **IN WHAT CAPACITY?** |  | **IN WHAT CAPACITY?** |  |
| **CAN THE PERSON BE CONTACTED PRIOR TO INTERVIEW? Y/N** |  | **CAN THE PERSON BE CONTACTED PRIOR TO INTERVIEW? Y/N** |  |

|  |  |
| --- | --- |
| **NOTICE TO BE GIVEN TO TERMINATE CURRENT EMPLOYMENT?** |  |

|  |
| --- |
| **I can confirm the information provided is correct to the best of my knowledge. I accept that providing false information deliberately could result in my application being disqualified or dismissal from the Town Council.** |
| ***Please type*** ***in your name*** |  | **Date** |  |

**When you have completed your application form, please send to** **recruitment@burgesshill.gov.uk** **or print and post to / drop off at Burgess Hill Town Council, 96 Church Walk, Burgess Hill, RH15 9AS**

*Job application form - online version 2013*