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**APPLICATION FOR EMPLOYMENT**

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

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

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

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| **EMAIL ADDRESS** |  |

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| **DAYTIME TELEPHONE NUMBER** |  |

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| **EVENING TELEPHONE NUMBER** |  |

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

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

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| **ARE YOU RELATED TO ANY COUNCIL MEMBER OR EMPLOYEE?**  **(NB: failure to disclose such a relationship and/or canvassing will result in disqualification)** |
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| **DO YOU HAVE THE RIGHT TO WORK IN THIS COUNTRY? Y/N** |  |

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| **INTERESTS OUTSIDE WORK** |  |

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| **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** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES**  (Insert additional lines if required) | | |
| **NAME OF PROFESSIONAL BODY** | **LEVEL OF MEMBERSHIP** | **DATE AWARDED MM/YY** |
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| **TRAINING**  Please give details of training you have undertaken that may be of relevance to the position applied for | | |
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| **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** |
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| **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** |
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| **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:** |

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| **1) Please provide an example as to when you had to work on your own initiative and the outcome (Max 300 words)** |
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| **2) Please describe what being part of a team means to you and how you see your role in any team. (Max 300 words)** |
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| **3) Please give any further examples relevant to the Job description or person specification that demonstrate your suitability to the role (max 400 words)** |
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| **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** | |
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| **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** |  |

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

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| **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**](mailto: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*