

# BurgessHill

Town Council

## APPLICATION FOR EMPLOYMENT

<b>POST APPLIED FOR</b>	PROJECTS AND ADMINISTRATION OFFICER
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<b>LAST NAME</b>		<b>FIRST NAME</b>	
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<b>ADDRESS</b>	
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<b>EMAIL ADDRESS</b>	
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<b>DAYTIME TELEPHONE NUMBER</b>	
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<b>EVENING TELEPHONE NUMBER</b>	
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<b>DO YOU HOLD A CURRENT FULL DRIVING LICENCE?</b>	<b>Y/N</b>	<input type="checkbox"/>
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<b>ARE YOU A CAR OWNER OR DO YOU HAVE ACCESS TO A CAR? (If so, please specify)</b>	
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<b>ARE YOU RELATED TO ANY COUNCIL MEMBER OR EMPLOYEE? (NB: failure to disclose such a relationship and/or canvassing will result in disqualification)</b>

<b>DO YOU HAVE THE RIGHT TO WORK IN THIS COUNTRY?</b>	<b>Y/N</b>	<input type="checkbox"/>
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<b>INTERESTS OUTSIDE WORK</b>	
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### EDUCATION AND TRAINING

Please give details of qualifications achieved (e.g. NVQs, GCSEs etc)

QUALIFICATION (TYPE & SUBJECT)	NAME OF SCHOOL, COLLEGE, UNIVERSITY ETC	GRADE/ LEVEL ATTAINED

### MEMBERSHIP OF PROFESSIONAL BODIES

NAME OF PROFESSIONAL BODY	LEVEL OF MEMBERSHIP	DATE AWARDED MM/YY

### 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**

**PREVIOUS EMPLOYMENT**

Most recent first. Indicate any gaps in employment and state what you were doing during that time.  
*(Insert additional lines if required)*

<b>NAME &amp; ADDRESS OF EMPLOYER</b>	<b>POST HELD AND BRIEF OUTLINE OF DUTIES</b>	<b>FROM/TO, LEAVING SALARY, REASON FOR LEAVING</b>

**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) Provide an example where you have worked with a community organisation or business to achieve something. (maximum 300 words)**

**2) Give an example of a project or event that you organised. (maximum 300 words).**

**3) Provide evidence of your social media experience and describe how you have made it effective and successful. (maximum 300 words).**

**4) Provide any additional examples as evidence that would demonstrate how you meet the remaining criteria in the Person Specification. (maximum 300 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
<i>(Insert additional lines if required)</i>		
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	

*By giving us permission to contact your referees, you are authorising your referees to provide details to us about you.*

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.			
<i>Please sign your name</i>		Date	

When you have completed your application form, please send to [steve@burgesshill.gov.uk](mailto:steve@burgesshill.gov.uk) or drop off at the Help Point, 96 Church Walk, Burgess Hill, RH15 9AS

*Information you provide to us will be used solely to assess your application in regard to employment at the Town Council. Should your application be successful and you are employed, your personal information will be retained on-file, should you be unsuccessful, your information will be destroyed within 6 months of receipt of your application.*