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**APPLICATION FOR EMPLOYMENT**   
  
(Please complete the white sections, each box will expand accordingly as you type.

Use your mouse to move the cursor to the next appropriate white box, do not use the “Tab” button)

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| **POST APPLIED FOR** | Operational Services Co-Ordinator |

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

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

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

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

|  |  |
| --- | --- |
| **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) | | |
| **FROM - TO** | **NAME & ADDRESS OF EMPLOYER** | **POST HELD AND BRIEF**  **OUTLINE OF DUTIES** | **LEAVING SALARY /**  **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) Provide an example of a time that you worked effectively as part of a team (Maximum 300 words).** |
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| **2) Give an example of a time that you provided excellent customer service (maximum 300 words).** |
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| **3) Provide any additional examples as evidence that would demonstrate how you meet the remaining criteria in the Person Specification in particular your ability to research Allotment rules, regulations and law and ability to maintain records and use of Excel. (maximum 300 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** |  |

Sharing your personal data: In order for Burgess Hill Town Council to process your application, personal information you have provided to us will be shared internally with the appropriate staff to be able to assess your application fully. Burgess Hill Town Council will not use your data for any other purposes other than for the reasons you shared it with us and it will be deleted from our records when it is no longer required.

*Job application form - online version 2013*