

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR	Administrative Support Officer (18-21 hours)
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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)

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

MEMBERSHIP OF PROFESSIONAL BODIES

(Insert additional lines if required)

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. <i>(Insert additional lines if required)</i>		
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) Provide an example of a time that you worked effectively as part of a team (Maximum 300 words).

2) Give an example of a time when you had to deal with a situation in a sensitive manner. (maximum 300 words).

3) Give an example of a time when you had to use your initiative in a work environment. (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 (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?	
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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 print in your name</i> <i>Signature</i>		Date	

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