

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR			
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			

<p align="center">EDUCATION AND TRAINING</p> <p align="center">Please give details of qualifications achieved (e.g. NVQs, GCSEs etc)</p> <p align="center">(Insert additional lines if required)</p>	
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QUALIFICATION (TYPE & SUBJECT)	NAME OF SCHOOL, COLLEGE, UNIVERSITY ETC	GRADE/ LEVEL ATTAINED

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

<p align="center">MEMBERSHIP OF PROFESSIONAL BODIES</p> <p align="center">(Insert additional lines if required)</p>	

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	

Figure 1 is a 3D bar chart titled "Percentage of respondents by age group and gender who believe that the use of force is justified in the case of a violent crime". The vertical axis represents the percentage, ranging from 0 to 100 in increments of 20. The horizontal axis represents age groups: 18-24, 25-34, 35-44, 45-54, 55-64, and 65+. The depth axis represents gender: Male and Female. The bars are color-coded by age group: 18-24 (light blue), 25-34 (medium blue), 35-44 (dark blue), 45-54 (teal), 55-64 (green), and 65+ (light green). The chart shows that the majority of respondents, regardless of age and gender, believe that the use of force is justified in the case of a violent crime. The percentage of respondents who believe that the use of force is justified is highest in the 18-24 age group (around 80-85%) and lowest in the 65+ age group (around 60-65%).

Age Group	Gender	Percentage (%)
18-24	Male	80
18-24	Female	85
25-34	Male	75
25-34	Female	80
35-44	Male	70
35-44	Female	75
45-54	Male	65
45-54	Female	70
55-64	Male	60
55-64	Female	65
65+	Male	55
65+	Female	60

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 DATES IN POSITION

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 DATES IN EACH POSITION

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 been required to show sympathy and support to someone who may be in a vulnerable state (max 300 words).

2) Give an example(s) of the types of Excel spread sheet(s) you have been working on (max 300 words).

3) What's your approach to prioritising tasks when you have multiple competing deadlines? (max 300 words)

4) Tell me about a time you had to work closely with a colleague whose working style or personality clashed with yours. How did you handle the situation, and what was the outcome? (max 300 words)

5) Provide additional example(s) that would demonstrate how you meet the remaining criteria in the Person Specification (max 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.			
Signed		Date	

Job application form