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| **Southborough Town Council** |  |

## Application for post of: Administration Assistant

Please complete all sections of this form clearly in black ink. If any space is insufficient, please attach an additional sheet clearly stating your name and post applied for. CV’s will be acceptable in addition to this form.

accepted.

First names:

Surname:

Address:

Postcode:

Work Tel Number:

Home Tel Number:

E-mail Address:

Mobile Number:

National Insurance Number:

**Present or most recent employer:**

Name and Address of employer:

Postcode:

Current Job Title:

Notice Period:

Start date:

Reasons for leaving:

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| **All previous employment** (list most recent employment first) | | |
| Name of employer | Job Title | Reason for leaving |
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| **Qualifications** (please list all qualifications relevant to this post, including professional qualifications) | |
| Examinations taken | Result |
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| You will be required to produce original certificates for all qualifications listed above | |

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| Experience What have you done and how does it support your application? |
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| Other than attending courses, how have you kept your abilities up to date? |
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| **Courses attended** |
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| Skills Please describe what other work related skills you have, including what, if any, computer applications you are familiar with |
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| **Hobbies and interests**: |
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| References. Please give the names of two people (one of whom must be your present or most recent employer). We will always contact your present/most recent employer Name and address: ………………………………………………………..……….……………………….  …………………………………………………………………………………………………………………………………………………………………………………………………….. Postcode …………….….  Position: ………………………………………………………………………...Tel No: ………………….  Name and address: ………………………………………………………..……………………………….  ………………………………………………………………………………………………………………………………………………………………………………………………………Postcode …………….…  Position: ………………………………………………………………………...Tel No: …………………. |

References will always be taken up before interviews for shortlisted candidates unless there is a very good reason

Further Particulars

No

Yes

If you are selected for interview may we contact your present employer?

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| \* If yes please give details  Provisional  Provisional  Provisional  Provisional  No  Yes  Is it available for work use?  No  Yes  No  Yes\*  Full  **PCV**  Full  **HGV**  Full  **Motorbike**  Yes  Full  **Car**  No Do you hold a current driving licence? Any endorsements?  ……………………………………………………………………………………………….. Do you own a car? |

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| Disability \*If yes, would you require any reasonable adjustments to be made to the duties and/or to the building in order for you to be able to do the job?  No  Yes\*  Do you have any disability issues that you would like us to be aware of, to enable us to make suitable adjustments to help you?  ………………………………………………………………………………………………… |

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| Are you related to any councillor or employee of Southborough Town Council? \*If yes, please give details  No  Yes\*  ………………………………………………………………………………………………… |

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| Have you ever been convicted of a criminal offence? \*If yes, please give details unless exempted under the Rehabilitation of Offenders Act 1974  No  Yes\*  ………………………………………………………………………………………………… |

I apply for the post shown at the head of the form. I declare that the details are true, complete and correct. I understand that any false statement or omission will normally lead to my being dismissed if appointed to this post. I understand that I will be privy to confidential information whilst I am working at Southborough Town Council and that I will treat such information with discretion.

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| Signature of applicant: Date: |

Receipt of this form will be acknowledged. Normally if you do not hear within 4 weeks of the closing date you should assume that your application has been unsuccessful on this occasion. Thank you for your interest.

**SUPPLEMENTARY SHEET**

Please use this sheet to provide any further relevant information, in support of your application.

Signature of Applicant: Date:

I declare that this supplementary information forms part of my application and the details are true, complete and correct. I understand that any false statement or omission will normally lead to my being dismissed if appointed to this post. I understand that I will be privy to confidential information whilst I am working at Southborough Town Council and that I will treat such information with discretion.