

# Okehampton Town Council

## Application for Employment

**POST APPLIED FOR:**     **Admin Officer and Mayor's Assistant**

<b>SURNAME:</b>	<b>FIRST NAMES:</b>
<b>ADDRESS:</b>	<b>CONTACT PHONE NO. HOME</b>
<b>POSTCODE:</b>	<b>CONTACT PHONE NO. MOBILE</b>
	<b>EMAIL ADDRESS:</b>

Interviews dates have yet to be agreed but will likely be held late July or early August. Please indicate if there are dates when you are not available for interview:

**If you have a disability, please tell us about any adjustments we may need to make to assist you with the selection process.**

Are there any restrictions on your employment? e.g. do you require a work permit

**YES\*** ☐     **NO** ☐

\* If yes, please supply details on a separate sheet of paper

**CRIMINAL CONVICTIONS**

Do you have any criminal convictions which are not yet regarded as 'spent' under the Rehabilitation of Offenders Act 1974 or are there any proceedings against you?

YES ☐ NO ☐

If yes, please provide details:

**RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE**

To your knowledge are you related to, or well known to, any member or employee of Okehampton Town Council?

YES ☐ NO ☐

If yes, please provide details:

NB. Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed could result in summary dismissal.

**OUTSIDE INTERESTS (HOBBIES & SPORTS ETC.)**

**EDUCATION**

DATE	NAME AND ADDRESS OF SCHOOL, COLLEGE, UNIVERSITY ETC.

**QUALIFICATIONS including Professional/Vocational**

DATE (YEAR)	QUALIFICATION	SUBJECT	GRADE

**TRAINING**

Please give details of any training you may have undertaken that may be relevant to the position applied for

**MEMBERSHIP OF PROFESSIONAL BODY**

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

## EMPLOYMENT HISTORY

### PRESENT/MOST RECENT EMPLOYER

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY & SCALE/GRADE & REASON FOR LEAVING

**PREVIOUS EMPLOYERS** – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.

FROM	TO	NAME & ADDRESS OF EMPLOYER	POST HELD & BRIEF OUTLINE OF DUTIES	SALARY & SCALE/GRADE & REASON FOR LEAVING

Continue on a separate sheet if necessary

**Please tell us why you consider you are a suitable candidate for this appointment.**

Please make it clear why you are interested in the position, what relevant skills and experience you have to offer. Make sure that you state your skills and experience in relation to the main duties and responsibilities in the Job Description and the key criteria in the Person Specification.

Continue on a separate sheet if necessary

## REFEREES

Two referees are required both of whom should be able to comment on your work/career background. They should not be related to you or involved with Okehampton Town Council. One must be from your most recent employer.

FIRST REFEREE	SECOND REFEREE
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? YES <input type="checkbox"/> NO <input type="checkbox"/>	Can the person be contacted prior to interview? YES <input type="checkbox"/> NO <input type="checkbox"/>
Notice to be given to terminate present employment?  What is the earliest date you would be available to take up the position if appointed?	Please indicate where you saw the advertisement for this post:
I confirm that the information provided is correct to the best of my knowledge. I accept that providing deliberately false information could result in my dismissal.	
SIGNED: _____ DATE: _____	
Completed application forms to – Mrs Emma James, Town Clerk, Okehampton Town Council, Town Hall, Fore Street, Okehampton EX20 1AA, marked 'Private & Confidential' by 12noon 24 <sup>th</sup> July 2020	