



Application for employment

Maintenance Team

Application Form

Application closing Date:
15th February 2010
Interview dates:
Last week February 2010

Personal Details

Please complete this form in blue/black ink.

Surname/Family Name			
First Name (s)			
Title		National Insurance No	
Address			
Postcode		Country	
Home Telephone		Mobile Telephone	
Work Telephone		May we contact you at work	Yes/no
Date of Birth			
Email address			
Are you a United Kingdom (UK), European Community (EU) or European Economic Area National? Yes/No			
If No do you have any evidence of entitlement to enter and work permanently in the UK? Yes/No			
If you have a disability do you require any special arrangements to enable you to attend for interview? Yes/No			
If Yes please state requirements			
Your offer of employment will be subject to a satisfactory disclosure from the Criminal Records Bureau. Failure to disclose information relating to ANY convictions will lead to a withdrawal of employment.			

Relationships

If you have a relationship to a member of council or staff please state the relationship:

Declaration:

The information in this form is true and complete. I agree that any deliberate omissions, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the Town Council. This applies equally to any medical questionnaires/forms that I may be asked to complete.

I agree to the above declaration			
Signature			
Name		Date	

The completed form must be returned BY POST to:
Clerk to the Town Council
Princes Risborough Town Council
Tower Court
Princes Risborough
Bucks
HP27 0JA

Applications received after the closing date will not be accepted

Please note: If you do not have any response from the Town Council by 2 weeks after the closing date then it will be deemed to be unsuccessful in your application

Application for employment

Details entered on this form will be held by the Clerk and made available to the short-listing panel:

Job Title	
Department	

Education & Professional Qualifications

Include in this section all relevant qualifications. Please also indicate subjects currently being studied:			
Subject	Place of Study	Grade/result	Year

Membership of professional bodies

Include in this section any relevant professional registrations or memberships

Professional Body	Membership/registration type	Expiry/renewal date

Employment History

Please record below the details of your current or most recent employer

Employer Name			
Address			
Type of business		Telephone No	
Job Title			
Start Date		End Date	
Reporting to (Job Title)			
Description of your duties/responsibilities:			

References

Please give the names of the people who have agreed to supply references. For all positions you must provide 2 references. If you are or have been employed these should be your 2 most recent employers. These referees will be able to comment on your work experience, competence, personal qualifications and suitability for the position for which you are applying.

PLEASE NOTE: PERSONAL REFERENCES SUCH AS FRIENDS AND RELATIVES ARE NOT ACCEPTABLE.

All referees will be approached prior to any interview unless you indicate otherwise.

Referee 1

Surname/Family Name		First Name	
Job Title			
Address			
Postal Code		Country	
Telephone No		Fax	
Email			
Relationship		Can the referee be contacted prior to interview? Yes/No	

Referee 2

Surname/Family Name		First Name	
Job Title			
Address			
Postal Code		Country	
Telephone No		Fax	
Email			
Relationship		Can the referee be contacted prior to interview? Yes/No	

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