

Applicant No.

(Office use only)

PADSTOW TOWN COUNCIL

**APPLICATION FOR EMPLOYMENT**

Completed Application Forms must be returned by:

12 noon Friday 31 May 2019

To: Town Clerk, Padstow Town Council, Council Offices,

Station House, Station Road, Padstow, Cornwall, PL28 8DA

Email: [enquiries@padstow-tc.gov.uk](mailto:enquiries@padstow-tc.gov.uk)

**1. POSITION APPLIED FOR**

How did you learn about this vacancy?

**2. ABOUT YOU**

Title Mr Mrs Ms Miss Doctor

Other/please specify

Surname

Other names

Telephone number

Address

Postcode

Email address

Driving licenses held

(Whererelevant to position

applied for)

**3. WORK HISTORY**

|  |
| --- |
| **CURRENT/LAST EMPLOYER**  Employer  Position held  Reason for leaving, if applicable  Notice period, if applicable |
| **PREVIOUS EMPLOYER (1)**  Employer  Position held  Reason for leaving |
| **PREVIOUS EMPLOYER (2)**  Employer  Position held  Reason for leaving |

**4. EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| **UNIVERSITY/ COLLEGE** | **QUALIFICATION (S) OBTAINED** | **DATE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. YOUR APPLICATION FOR THIS POSITION**

|  |
| --- |
| Give details of the experience, skills and personal qualities that will enable you to undertake the position applied for successfully  **5.** continued ….(use separate sheet, if necessary) |

**6. OUTSIDE INTERESTS**

Please give brief details of your interests outside work

**7. REFERENCES**

|  |  |
| --- | --- |
| **REFEREE 1** | **REFEREE 2** |
|  |  |

**8. INTERVIEW ARRANGEMENTS**

If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details

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**9. I confirm that to the best of my knowledge and belief the information I have given on this form is true and correct.**

|  |  |
| --- | --- |
| **Signed** | **Dated** |

**Data Protection:** The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment