

LYTCHETT MINSTER AND UPTON TOWN COUNCIL

APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned by:

To:

Karen Cane

Lytchett Minster and Upton Town Council

1 Moorland Parade, Moorland Way

Upton, Poole

Dorset BH16 5JS

Email: office@lytchettminsterandupton-tc.gov.uk Tel: 01202 632070

CONFIDENTIAL

Please complete in black ink

Application for the post of: Deputy Town Clerk

Employment History

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

Present (or most recent) Employment

Name and Address of Employer:			
Position Held		Is this your current Job?	
Duration of Employment		Leaving Date (if Applicable):	
Notice Required		Basic Salary/Wage	
Other Allowances		Reason for Leaving	
Key responsibilities and/or achievements:			
1.			
2.			
3.			
4.			

All Previous Employment

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Name and Full Address of Employer	Duration of employment, position held and main responsibilities – giving salary	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details relating to <u>any gaps</u> in your employment history

Education

Please provide brief details of your education. Please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with subject and grades

Please continue on a separate sheet if necessary

Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/Development Activity	Outcome – Grade Achieved where relevant

Please continue on a separate sheet if necessary

Membership of Professional Bodies

Body	Membership Type

Relevant Experience

Please use this section to explain how your skills, experience and knowledge would make you a suitable candidate for the post. This could include voluntary work, leisure interests and other activities, which you consider to be relevant to the position. In completing this section it is important that you refer to the requirements in the job description/person specification and provide evidence of how you meet the essential and desirable criteria.

References

Please give the name and address of one person who can provide an assessment of your suitability for this post. This should be your present/most recent employer. If you have not been in paid employment since leaving full-time education please give the name of your tutor or lecturer.

Name	Address
Email address if available	
Position held	Daytime contact Number