

# LYTCHETT MINSTER AND UPTON TOWN COUNCIL

## APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned by: 31 October 2025 (12 noon)

To:

Kate Osborne

Lytchett Minster and Upton Town Council

1 Moorland Parade, Moorland Way

Upton, Poole

Dorset BH16 5JS

Email: [deputy@lytchettminsterandupton-tc.gov.uk](mailto:deputy@lytchettminsterandupton-tc.gov.uk) Tel: 01202 632070

## CONFIDENTIAL

Please complete in black ink

Application for the post of: Community Projects and Support Officer

### 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:<br>1.<br>2.<br>3.<br>4. |  |                               |  |
| All Previous Employment   |  |                               |  |

| 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 any gaps in your employment history

## Education

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

| Name of Educational Establishment<br>(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<br>.....     | Daytime contact<br>Number<br>..... |