

# APPLICATION FOR EMPLOYMENT

We advise you to refer to the Person Specification & Job Description when completing this form.

## Section 1. Vacancy details

Position applied for:                      Caretaker

## Section 2. Employment

Present/most recent employer:

Employer's address:

Post code:

Dates employed:

Job title:

Main responsibilities held:

What period of notice is required by your current employer?

**Previous employers.** Please list all previous employers **in the last 5 years** starting with the most recent. You should explain any gaps in employment. **Continue on a separate sheet, if necessary.**

<i>Employer (Name and Full Address)</i>	<i>Position held &amp; main responsibilities</i>	<i>Dates employed</i>	<i>Reason for leaving</i>

## Section 3. Education and training

**Education.** Qualifications obtained and those currently being pursued (Evidence of qualifications obtained may be requested on appointment).

<i>Qualification</i>	<i>Institution</i>	<i>Dates awarded</i>

**Training.** Work related courses attended in the last five years.

<i>Training organisation</i>	<i>Course title and subjects covered</i>	<i>Course date</i>

**Other relevant work,** e.g. voluntary, unpaid work, community work.

<i>Dates</i>	<i>Nature of activity</i>



## Section 4. Personal details

Surname	Title (Mr/Mrs/Ms/Dr)
First names	Known as
Date of birth	Marital/ Civil Partnership Status
Address	Home 📞
Post Code	Work 📞
National Insurance Number	Mobile 📞
Nationality	Email address
Preferred contact telephone number	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile

Do you require a work permit to work in the UK? <i>(If yes, please provide the following information)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of permit	Date of expiry
Place of Issue	

## Section 5. References

Please give details of two employment referees. One should be your current or most recent employer.

1. Name	Position
Company/organisation	Relationship to you
Address	
Email address	Postcode
	
2. Name	Position
Company/organisation	Relationship to you
Address	
Email address	Postcode
	

## Section 6. Experience and skills required by Person Specification

Shortlisting and selection will be based on the criteria set out in the accompanying person specification.

Please demonstrate how you satisfy all points in the person specification in the order they are listed, drawing on your personal and work experience, education and training. (Please continue on additional sheets, if necessary.)

## Section 7. Data Protection & Declaration

### Data Protection Act 1998

Any data about you will be held in secure conditions with access restrictions. Data will also be used for employment monitoring purposes however all data will be reported anonymously. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record.

I declare that the information contained in this application is complete and correct. I understand that, if I have knowingly provided false information, or directly or indirectly canvassed a member of the Council or staff in support of my application, I may be disqualified or dismissed after appointment.

I consent to the use of this information as outlined above

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this form to:**

**Town Clerk**

Wirksworth Town Council  
Town Hall  
Wirksworth  
DE4 4EU

**Unless otherwise stated in the advert.**