

**Making Newbury a Town we can all be proud of.**

**Job Application Form**

|  |  |
| --- | --- |
| Title of post applied for | **Town Hall Officer** |
| Publication or place in which the advertisement of this post was seen |  |

**CONFIDENTIAL**

1. **Personal details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please complete this section in BLOCK CAPITALS. | | | | | |
| Surname |  | | Initials | |  |
| Address |  | | | | |
| Home telephone number |  | Mobile telephone number | |  | |
| E-mail address | |  | | | |
| Do you need a work permit to be employed in the UK? | |  | | | |
| If you already have a work permit, when does it expire? | |  | | | |

|  |  |
| --- | --- |
| Date available for new duties if appointed |  |
| Are you a relative or a partner, or do you have a close personal relationship with any Member or Officer of Newbury Town Council? | If yes, please state whom? |

1. **Education and Professional Qualifications**

**Proof of qualifications will be required at interview**

|  |  |  |
| --- | --- | --- |
| **Secondary School / College / University** | **Examinations taken** | **Result** |
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| **Professional Qualifications currently held: how obtained and grade** |

|  |
| --- |
| **Other relevant Educational or Training Courses** |

**3. Employment Record**

**A) Present, or last, employment**

|  |  |
| --- | --- |
| **Job title** |  |
| **Name and address of employer** |  |
| **Business of Employer** |  |
| **Salary** |  |
| **Date this employment started** |  |
| **Date this employment ended  (if applicable)** |  |
| **Please outline your duties** |  |
| **Length of notice required to terminate employment** |  |
| **Reason for leaving, if applicable** |  |

**3 B) Previous employment record**

|  |  |
| --- | --- |
| **Job title** |  |
| **Name and address of employer** |  |
| **Business of Employer** |  |
| **Salary** |  |
| **A brief Description of your duties** |  |
| **Date this employment started** |  |
| **Date this employment ended  (if applicable)** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
| **Job title** |  |
| **Name and address of employer** |  |
| **Business of Employer** |  |
| **Salary** |  |
| **A brief Description of your duties** |  |
| **Date this employment started** |  |
| **Date this employment ended  (if applicable)** |  |
| **Reason for leaving** |  |

Please continue on a separate sheet, if required.

**4. Please give details of your Skills, Abilities, Knowledge, Experience and your reasons for applying for this job**

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| If you do not clearly demonstrate how you meet the essential criteria listed in the person specification, it is unlikely that you will be shortlisted for interview.  Please use a continuation sheet if necessary |

**6. Disabilities**

|  |  |
| --- | --- |
| **If selected for interview, do you require any special arrangements to be made on account of a disability?** |  |
| **If yes, please give details that you feel would help us to accommodate your needs during your interview** |  |

**7. Rehabilitation of Offenders Act 1974 (exceptions) Order 1975**

|  |  |
| --- | --- |
| Do you have any convictions that are not spent under the Rehabilitation of Offenders Act? |  |
| If yes, please provide further details |  |

**8. References**

References will only be requested if the Council is considering making an offer of employment.

|  |  |
| --- | --- |
| **Referee 1** | |
| Title (Mr, Mrs etc.) |  |
| Full Name |  |
| Job Title |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| Title (Mr, Mrs etc.) |  |
| Full Name |  |
| Job Title |  |
| Organisation |  |
| Address |  |
| Email Address |  |
| Telephone Number |  |

**9. Other Information**

|  |
| --- |
| Please provide details of any other information you feel is relevant to your application for this job |

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| --- | --- |
| Do you hold a current full driving licence? |  |
| Do you have access to a car? |  |

**10. Declaration**

|  |  |  |
| --- | --- | --- |
| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. | | |
| Signature |  | Date |
| Name |  |
| The information provided by you on this form as an application will be stored a computer system in accordance with the General Data Protection Regulations 2018 and will be processed solely in connection with recruitment to this post. | | |

Please return your completed application form:

By email to [ceo@newbury.gov.uk](mailto:ceo@newbury.gov.uk)

By post in an envelope marked “Private & Confidential” to:   
Hugh Peacocke, Chief Executive Officer, Newbury Town Council, Town Hall, Market Place, Newbury, RG14 5AA.

Applications must be received by Sunday 7 November 2021.

***Canvassing will disqualify***

**Please note: interviews are planned for 16 November 2021.**