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**APPLICATION FOR EMPLOYMENT**

**Position applied for:** …………………………………………………………………………………

**How did you learn about this vacancy?** …………………………………………………………

**PLEASE USE BLOCK CAPITALS AND CONTINUE ON SEPARATE SHEET(S) IF REQUIRED.**

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| --- | --- | --- |
| **Twinned with Preetz, Germany** | **Text  Description automatically generatedGraphical user interface, application  Description automatically generated** | **Twinned with Mortain, France** |
| **Preetz logo** | **Mcrest** |
| **Town Clerk’s Office****Church Lane, Blandford Forum** **Dorset DT11 7AD** | **Tel: 01258 454500****Email: admin@blandfordforum-tc.gov.uk****www.blandfordforum-tc.gov.uk** |

**PERSONAL DETAILS**

Title:

Surname:

Other Names:

Address:

 Postcode:

Telephone: Mobile:

Email:

Driving licences held YES NO

(where relevant to the position applied for)

**CURRENT/MOST RECENT EMPLOYMENT**

Please give details of your employment, starting with your current/most recent employment and working backwards. If required, please use the Your Application For This Position section to explain any gaps in your employment history.

Name:

Address:

 Postcode:

Email: Telephone:

Position held: Date started:

Current salary: Notice period (if applicable):

Please give a brief description of your duties and responsibilities.

**PREVIOUS EMPLOYMENT**

Name:

Address:

 Postcode:

Email: Telephone:

Position(s) held:

Dates: Salary:

Please give a brief description of your duties and responsibilities.

Reason for leaving (if applicable):

Name:

Address:

 Postcode:

Email: Telephone:

Position(s) held:

Dates: Salary:

Please give a brief description of your duties and responsibilities.

Reason for leaving (if applicable):

**EDUCATION AND QUALIFICATIONS**

Please give details of all qualifications obtained, with dates and grades obtained.

Please be prepared to provide proof of qualifications obtained.

**OTHER QUALIFICATIONS AND INTERESTS**

Please provide information of professional, or any other, qualifications not listed above.

Please be prepared to provide proof of qualifications obtained.

Please provide any membership details to professional bodies.

Please be prepared to provide proof of membership.

Please give brief details of your interests outside work.

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**YOUR APPLICATION FOR THIS POSITION**

Please give details of the experience, skills and personal qualities that will enable you to undertake the position applied for successfully. You may use additional sheets of paper, if necessary.

**REFERENCES**

Please give two references, both of whom should be able to comment on your suitability for the post (one should be your present/most recent employer).

Name:

Address:

 Postcode:

Email: Telephone:

Why is this person your referee?

Can we contact them prior to the interview? YES NO

Name:

Address:

 Postcode:

Email: Telephone:

Why is this person your referee?

Can we contact them prior to the interview? YES NO

**DECLARATIONS**

**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:

**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

**UNDERTAKING**

Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true and correct in all respects.

Signed: Date: