



# BLANDFORD FORUM TOWN COUNCIL

## 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.**

Twinned with Preetz, Germany



Town Clerk's Office  
Church Lane, Blandford Forum  
Dorset DT11 7AD



Twinned with Mortain, France



Tel: 01258 454500  
Email: [admin@blandfordforum-tc.gov.uk](mailto:admin@blandfordforum-tc.gov.uk)  
[www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk)

## PERSONAL DETAILS

Title:

.....

Surname:

.....

Other Names:

.....

Address:

.....

Postcode:

.....

Telephone:

Mobile:

.....

Email:

.....

Driving licences held  
(where relevant to the position applied for)

YES  NO

## 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.

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## PREVIOUS EMPLOYMENT

Name:

.....

Address:

.....

Postcode:

.....

Email:

Telephone:

.....

Position(s) held:

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Dates:

Salary:

.....

Please give a brief description of your duties and responsibilities.

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.....

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Reason for leaving (if applicable):

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Name:

.....

Address:

.....

Postcode:

.....

Email:

Telephone:

.....

Position(s) held:

.....

Dates:

Salary:

.....

Please give a brief description of your duties and responsibilities.

.....

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.....

.....

Reason for leaving (if applicable):

.....





## 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: .....