Application for Employment

**CONFIDENTIAL**

**Please return to: Catherine Horsley, Town Clerk, Corfe Mullen Town Council, Council Offices, Towers Way, Corfe Mullen, Wimborne, Dorset, BH21 3UA.**

**Email:** **catherinehorsley@corfemullen-tc.gov.uk**

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| POST DETAILS |
| Post Title:  |
| *PERSONAL DETAILS* |
| Surname/Family name: | First Name(s): |
| Are you required to hold a Work PermitYES [ ]  NO [ ]  | NationalIns No:  |  |
| Permanent Address:  |
|  |
|  | Postcode: |
| Telephone (Day):  | Telephone (Evening): |
| Mobile:  | E-Mail: |
| PRESENT EMPLOYMENT |
| Name and address of employer:  |
|  |
|  |
| Postcode:  | Telephone:  |
| Job Title:  |
| Start Date:  | Leaving Date/Notice Required:  |
| Salary:  | Grade:  |
| BRIEF DESCRIPTION OF DUTIES |
|  |
| Reason for leaving  |
| *EMPLOYMENT HISTORY Previous posts (please start with most recent)* |
| Start Date | Leaving Date | Employer’s Name & Address | Position Held | Salary on leaving |
|  |  |  |  |  |
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|  |  |  |  |  |
| Please attach additional sheets if necessary |
| EDUCATION |
| *Secondary School/College/University* |
| Name and Address of Institution | Courses Taken/Subjects | Dates (From – to) | Full/ Part-time | Qualifications/ Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ***Any other relevant qualifications or training*** |
|  |
| ***GENERAL EXPERIENCE AND FURTHER INFORMATION*** |
| Please use this section to tell us how you feel you meet the requirements for this post. (Continue on a separate sheet if necessary). |
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| *ADDITIONAL INFORMATION* |
| Do you have a driving licence? YES [ ]  NO [ ]  |
|  |
| *REFERENCES* |
| Please provide details for two references. At least one should be your present or last employer. |
| Current/Most Recent Employer  |
| Address  |
|  |
|  | Postcode  |
| Telephone  | E-mail  |
| Position: | How long have they known you?  |
| Other Referee – Name:  |
| Address  |
|  |
|  | Postcode  |
| Telephone  | E-mail  |
| How known to you: | How long have they known you?  |
| Please advise if we can contact your referees prior to interview: YES [ ]  NO [ ]  |
| *DECLARATION* |
| **I declare that to the best of my knowledge the information I have given on this form is correct and that I have not omitted any facts, which may have a bearing on my application.**  |
| Signed | Date |

Please note that Corfe Mullen Town Council is an equal opportunities employer and all recruitment is carried out in accordance with prevailing employment legislation. Such legislation will include, but is not restricted to, the following:

Equality Act 2010

Health & Safety at Work Act 1974

Employment Rights Act 1996, as amended