



PORTISHEAD TOWN COUNCIL

JOB APPLICATION FORM

Please send completed application form to Portishead Town Council,
 The Folk Hall, 95 High Street, Portishead, BS20 6PR
 or email to office@portishead.gov.uk
 by Sunday 20th September

Vacancy Details

Job Title	Caretaker Folk Hall (Part Time)
Closing Date	Sunday 20th September 2020
Interview Date	Likely 24/25 th September

Personal Details

First Name:	Surname:
Title:	
Home Address:	Telephone Numbers/Email Addresses: Home: Work: Mobile: Email:
Postcode:	Can we contact you at work? Yes/No
NI Number: To be provided upon offer of employment	Valid Driving Licence: Yes/No/Provisional Car Owner: Yes/No
Are you related to or are you the spouse/partner of any councillor or employee of Portishead Town Council? Yes/No <i>If yes, please give details:</i>	

Education and Training *(Please continue a separate sheet if necessary)*

From:	To:	School/College/University attended: (most recent first)	Qualifications attained with grades:

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Employment History

Please indicate all previous positions held including any with Portishead Town Council in the last 5 years. Please continue a separate sheet if necessary.

Most Recent/Current Employment Position:				
Present/Most Recent Position:		Present Employer:		
		Location:		
Date Started:	Current salary and any benefits:	Reason for wishing to leave:		
Date Left:		Please state the period of notice you are required to give in your present job:		
Previous Employment History Summary:				
From:	To:	Previous Position:	Employer and Location:	Reason for leaving:

Please explain how your skills, experience and personal qualities relate to the job requirements (as set out in the Job Description). Include examples of any voluntary/unpaid work or other personal activities or interests you feel support your application.

Skills, experience, and personal qualities:

Volunteering and other personal activities and interests:

Other Information in support of your application

Please provide below a brief reason of why you are applying for this position and any other information you think is relevant or questions you would like to ask in respect of the position.

1. Reason for your application

2. Other information or questions

References

Please provide two referees with knowledge of your previous work/character. One must be your most recent employer. If you have worked for them for less than six months, the second referee must be another previous employer. If one of your referees is a personal one, the referee cannot be related to you.

References are treated in confidence and will only be contacted if you are offered the employment position.

1. Current/most recent employer	
Name:	Relationship to you:
Job Title:	
Address:	
Phone Number:	
Fax Number:	
Email Address:	
Can we contact this referee prior to the interview? Yes/No	
2. Other Referee	
Name:	Relationship to you:
Job Title:	
Address:	
Phone Number:	
Fax Number:	
Email Address:	
Can we contact this referee prior to the interview? Yes/No	

Additional Information	
Please give details of any convictions other than those which are “spent” under the provisions of the Rehabilitation Offenders Act 1974. Failure to disclose such information could result in dismissal. Any information given will be treated in the strictest confidence.	
I understand that any offer of employment will be subject to the information given on this form being correct and any appointment may be subject to having the right to legally work in the UK and references. I understand that the data on this application form will be processed in accordance with the Data Protection Act 1998 and I give my consent to this. Data may therefore be passed on to other members of the Council who may require my information for legitimate purposes associated with the recruitment of this position.	
Signed:	Dated:
Can sign electronically, if submitted by email	