



Newhaven Town Council

Application Form - Private and Confidential

Please complete ALL sections in type or black ink

Job Details	
Post applied for:	Assistant Caretaker & Amenities Officer
Where did you see the post advertised?	
Personal Details	
Family Name:	Forename(s):
Preferred title (e.g. Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Telephone numbers	Mobile:
Home:	Work:
Personal email:	
(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
Do you have the legal right to work in the UK?	
References	
A minimum of two references are required and we would prefer them to be your two most recent employers, to include your current employer, if you are in employment. References will be taken up if you are the successful candidate following interviews.	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address	Address:
Tel No:	Tel No:
Email:	Email:

How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
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Present or Most Recent Employment

Name of Employer: Address of Employer:	
Job Title:	Dates employed:
Current or final salary:	Period of notice required:

Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

TRAINING

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

Please give your reasons for applying for this post and explain how you meet the person specification, particularly the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

Rehabilitation of Offenders Act 1974 Do you have any unspent criminal convictions? Any information you provide will be treated in confidence and only considered where relevant to the role. A criminal record will not necessarily be a bar to obtaining a position at Newhaven Town Council.

Additional Information	
Driving Licence:	
Do you hold a current driving licence? If YES, please state the type of licence you hold:	Are you a car owner? If NO, do you have access to a car? Yes/No
Do you have any current endorsements? If YES, please specify:	
Do you have any close personal relationship or are you related to anyone currently employed by Newhaven Town Council? If yes, please provide their name and your relationship:	
<i>This information is requested solely to help us manage potential conflicts of interest and ensure a fair recruitment process. It will not affect your application unless a conflict needs to be addressed.</i>	

Declaration
I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.
Data Protection:
If I accept employment with Newhaven Town Council, I consent to my personal information being held by Newhaven Town Council for the administration of my Contract of Employment.
Name:
Signed:
Date:
<i>If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file.</i>