



Application for Employment

SECTION B

4. Employment History – present or most recent employment.

Name of employer:

Job Title:

Salary:

Dates from/to:

Period of notice/date available to start:

Role and key responsibilities:

NOTE: If more than one employer currently employs you, please provide the same information for each job, continuing on a separate sheet if necessary.

5. Previous employment

Please start with the most recent, continuing on a separate sheet if necessary. Include any unpaid or voluntary work. If there are any gaps in your employment history, please give details and an explanation:

Job title and brief outline of duties	Name and address of employer	Dates from/to (month and year)	Reason for leaving

6. Education, training and development

Secondary school/college/university/apprenticeship – most recent first. Include current studies.

Name of institution	Full/part time	Courses/subjects	Qualifications/grade	Dates of training month/year

Continue using a separate sheet of paper if necessary.

Details of any relevant learning and development. Please include dates.

This may include short courses, first aid, computer skills, work based NVQ etc.

Professional or technical membership(s)

Institute or Association	Level of Membership	Membership Number	How Obtained	Date

NOTE:

Saltash Town Council reserves the right to contact employers and education establishments to verify details provided.

You will be required to provide qualification certificates upon appointment.

7. Supporting statement

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences including paid employment, voluntary work, family experiences and leisure activities as evidence. (Continue on a separate sheet if necessary.)

Please also state your reasons for applying for this job.

8. Declaration

I declare that the information given in this application is, to the best of my knowledge, complete and accurate I understand that if, after appointment, any information is found to be inaccurate, this may lead to dismissal without notice.

Please note that any offers of employment are conditional upon and subject to the receipt of satisfactory references, evidence of qualifications where they are a requirement of the role and correct and legal evidence of both your eligibility to live and work in the United Kingdom.

Signature:

Date:

Where did you see the advertisement for this post?

Thank you for your application. Please return this form as indicated in the advertisement or otherwise instructed.

Office use only:

Date received:

Reference number: