



# NEWBURY Town Council

**Making Newbury a Town we can all be proud of.**

## Job Application Form

|  |                           |
|--|---------------------------|
| <b>Title of post applied for</b>   | <b>Facilities Officer</b> |
| <b>Publication or place in which the advertisement of this post was seen</b> |                           |

### CONFIDENTIAL

#### 1. Personal details

|  |  |                                |  |
|--|--|--------------------------------|--|
| Please complete this section in BLOCK CAPITALS.                |  |                                |  |
| <b>Surname</b>   |  | <b>Initials</b>                |  |
| <b>Address</b>   |  |                                |  |
| <b>Home telephone number</b>                                   |  | <b>Mobile telephone number</b> |  |
| <b>E-mail address</b>  |  |                                |  |
| <b>Do you need a work permit to be employed in the UK?</b>     |  |                                |  |
| <b>If you already have a work permit, when does it expire?</b> |  |                                |  |

|  |                                   |
|--|-----------------------------------|
| <b>Date available for new duties if appointed</b>  |                                   |
| <b>Are you a relative or a partner, or do you have a close personal relationship with any Member or Officer of Newbury Town Council?</b> | <b>If yes, please state whom?</b> |

## 2. Education and Professional Qualifications

Proof of qualifications will be required at interview

| Secondary School / College / University | Examinations taken | Result |
|---|--------------------|--------|
|   |                    |        |
|   |                    |        |
|   |                    |        |
|   |                    |        |
|   |                    |        |
|   |                    |        |

**Professional Qualifications currently held: how obtained and grade**

**Other relevant Educational or Training Courses**

### 3. Employment Record

#### A) Present, or last, employment

|  |  |
|--|--|
| <b>Job title</b>   |  |
| <b>Name and address of employer</b>                          |  |
| <b>Business of Employer</b>                                  |  |
| <b>Salary</b>  |  |
| <b>Date this employment started</b>                          |  |
| <b>Date this employment ended<br/>(if applicable)</b>        |  |
| <b>Please outline your duties</b>                            |  |
| <b>Length of notice required to<br/>terminate employment</b> |  |
| <b>Reason for leaving, if applicable</b>                     |  |

### 3 B) Previous employment record

|   |  |
|---|--|
| <b>Job title</b>                                      |  |
| <b>Name and address of employer</b>                   |  |
| <b>Business of Employer</b>                           |  |
| <b>Salary</b>   |  |
| <b>A brief Description of your duties</b>             |  |
| <b>Date this employment started</b>                   |  |
| <b>Date this employment ended<br/>(if applicable)</b> |  |
| <b>Reason for leaving</b>                             |  |

|   |  |
|---|--|
| <b>Job title</b>                                      |  |
| <b>Name and address of employer</b>                   |  |
| <b>Business of Employer</b>                           |  |
| <b>Salary</b>   |  |
| <b>A brief Description of your duties</b>             |  |
| <b>Date this employment started</b>                   |  |
| <b>Date this employment ended<br/>(if applicable)</b> |  |
| <b>Reason for leaving</b>                             |  |

Please continue on a separate sheet, if required.

**4. Please give details of your Skills, Abilities, Knowledge, Experience and your reasons for applying for this job**

If you do not clearly demonstrate how you meet the essential criteria listed in the person specification, it is unlikely that you will be shortlisted for interview.

Please use a continuation sheet if necessary

## 6. Disabilities

|  |  |
|--|--|
| <b>If selected for interview, do you require any special arrangements to be made on account of a disability?</b> |  |
| <b>If yes, please give details that you feel would help us to accommodate your needs during your interview</b>   |  |

## 7. Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

|  |  |
|--|--|
| <b>Do you have any convictions that are not spent under the Rehabilitation of Offenders Act?</b> |  |
| <b>If yes, please provide further details</b>  |  |

## 8. References

References will only be requested if the Council is considering making an offer of employment.

| <b>Referee 1</b>     |  |
|----------------------|--|
| Title (Mr, Mrs etc.) |  |
| Full Name            |  |
| Job Title            |  |
| Organisation         |  |
| Address              |  |
| Email Address        |  |
| Telephone Number     |  |

| <b>Referee 2</b>     |  |
|----------------------|--|
| Title (Mr, Mrs etc.) |  |
| Full Name            |  |
| Job Title            |  |
| Organisation         |  |
| Address              |  |
| Email Address        |  |
| Telephone Number     |  |

## 9. Other Information

Please provide details of any other information you feel is relevant to your application for this job

|   |  |
|---|--|
| Do you hold a current full driving licence? |  |
| Do you have access to a car?                |  |

## 10. Declaration

|  |  |             |
|--|--|-------------|
| <b>I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.</b> |  |             |
| <b>Signature</b>   |  | <b>Date</b> |
| <b>Name</b>  |  |             |
| <b>The information provided by you on this form as an application will be stored a computer system in accordance with the General Data Protection Regulations 2018 and will be processed solely in connection with recruitment to this post.</b>           |  |             |

Please return your completed application form:

By email to [ceo@newbury.gov.uk](mailto:ceo@newbury.gov.uk)

By post in an envelope marked "Private & Confidential" to:  
Hugh Peacocke, Chief Executive Officer, Newbury Town Council, Town Hall, Market Place,  
Newbury, RG14 5AA.

Applications must be received by Sunday 7 November 2021.

***Canvassing will disqualify***

**Please note: interviews are planned for 17 November 2021.**