



NEWBURY Town Council

Making Newbury a Town we can all be proud of.

Job Application Form

Title of post applied for	Town Hall Officer
Publication or place in which the advertisement of this post was seen	

CONFIDENTIAL

1. Personal details

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

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

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

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

3 B) Previous employment record

Job title	
Name and address of employer	
Business of Employer	
Salary	
A brief Description of your duties	
Date this employment started	
Date this employment ended (if applicable)	
Reason for leaving	

Job title	
Name and address of employer	
Business of Employer	
Salary	
A brief Description of your duties	
Date this employment started	
Date this employment ended (if applicable)	
Reason for leaving	

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

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

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

Do you have any convictions that are not spent under the Rehabilitation of Offenders Act?	
If yes, please provide further details	

8. References

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

Referee 1	
Title (Mr, Mrs etc.)	
Full Name	
Job Title	
Organisation	
Address	
Email Address	
Telephone Number	

Referee 2	
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

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.		
Signature		Date
Name		
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.		

Please return your completed application form:

By email to 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 16 November 2021.