# **Application form for Long Stratton Parish Council**

Application for employment as: Administration Assistant

Surname............................

Other names............................

Address............................

Postcode............................

Telephone & email............................

## [Expand each box to fit your information]

## **Education and training**

Details and results of any examinations taken

Further education (e.g. technical college, evening classes)

## **Employment history**

Present (or most recent employment)............................

Address............................

Postcode............................

Job title............................

Duties

Date employed: from ……………………… to ………………………

Reason for leaving

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs

## **Suitability for the Role**

Please tell us why you applied for this job and why you think you are the best person for the job

## **Additional Information**

Do you consider yourself to have a disability?

Yes  No

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process

Do you have any unspent convictions? Yes  No

If yes, please provide details:

Are you related to any of the Councillors? Yes  No

If yes, please provide details:

## **References**

Please give the names and addresses of two persons as referees whom we can approach for references. No approach will be made to your present employer before an offer of employment is made.

1

2

I confirm that to the best of my knowledge the above information is correct.

Signature .................................................. Date …………