



Ringwood Town Council

APPLICATION FORM FOR THE POST OF Clubhouse & Events Assistant

About You	
Surname:	Title (Mr / Mrs / Miss / Ms / Dr etc.):
First name(s):	Telephone:
Address:	Email:

Education and Qualifications		
Relevant certificates/qualifications obtained	Date taken	Result
Details of professional qualifications (e.g. Degree, Diploma)		

Training
Detail any training courses which you have undertaken and any supplementary qualifications or certificates attained not previously mentioned.

Current / Most Recent Employment	
Employer and address:	Job title:
	Present salary: £
	Salary grade (if in local government):
Brief description of duties and responsibilities:	Date appointed:
	Length of notice required:
	Date of leaving (if applicable):
	Reason for leaving/wanting to leave:
(Please continue on separate sheet if necessary)	

Previous Employment – to ensure transparency and support any necessary employment checks, please list all paid positions (including full-time part-time, temporary, and contract work) that you have held for 28 consecutive days or more. Please account for any gaps in employment.			
Employer (from the most recent)	Position and Salary	Dates	Reason for leaving

Summary

Please describe the skills, qualities and experience you would bring to the post, together with your reasons for applying. Please also give details of any leisure activities / outside interests.

(Please continue on separate sheet if necessary)

References	
Please give names and addresses of two employment referees who can advise on your suitability for this post. Please indicate below if you do not wish us to contact referees before interview.	
Referee: 1	Can be contacted prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	
Position:	
Work relationship:	
Address:	
Telephone:	Email:
Referee: 2	Can be contacted prior to interview? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:	
Position:	
Work relationship:	
Address:	
Telephone:	Email:

Interview Arrangements
Are there any special arrangements that you would require if attending for an interview? (please give details):

Additional Information	
Are you free to remain and take up employment in the UK with no current Immigration restrictions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you related to a Councillor or a member of staff? (if yes, please give details)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a car owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>Data Protection: The information provided on this form will be used by us for the purposes of assessing your application and, if your application does not result in your being employed by us, will be retained only for so long as is necessary. If you are employed by us, the information will form part of your personnel file and may be processed for any purpose in connection with your employment</p> <p>The information I have provided is correct to the best of my knowledge. I understand that any false statements would give cause for dismissal should I be employed.</p> <p>Signed: _____ Date: _____</p>
