

Application form Wells City Council

Position applied for	Maintenance Caretaker
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How did you hear about this position?	
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Personal Details

Title		
Surname		
Forenames		
Address		
Postcode		
Phone Numbers	Home	
	Work	
	Mobile	
Email address		NI Number

Please state any special requirements needed, either at your interview or in your place of work	
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Eligibility to work in the UK

Do you need a work permit?	YES / NO
If yes, do you have a work permit?	
What type is it?	
Please state number	

Educational record (Proof of achievement may be required)

Establishment	From	To	Qualifications Gained

Professional, Technical or Occupational Training (Proof of achievement may be required)

Establishment	From	To	Status or Qualifications Gained

Other Relevant Training Courses attended

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ICT

Please list software packages you are familiar with (if any) and competence level (i.e. basic, good, advanced)

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Employment History

Please list below full details of your employment history starting with your **current** or **last** employer, working backwards to your first employer. If necessary, please insert additional boxes.

Name of employer	
Dates of employment	
Position and main duties	

Previous Employment

Name of employer	
Dates of employment	
Position and main duties	

Name of employer	
Dates of employment	
Position and main duties	

Name of employer	
Dates of employment	
Position and main duties	

Gaps in work history

Please give details of any time not already accounted for, since leaving full time education (including voluntary work and unemployment)	

Other Details

Please state leisure activities here, and any other relevant information you wish to provide	

Availability

Please indicate your availability to take up this post if you were to be appointed ie. date/notice period required for current employer	
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Suitability

Please provide evidence of how your skills and experience relate to the position.
This evidence should include examples, where appropriate, from your current or previous experience.
Please answer fully as this information will be used to shortlist candidates for interview.

References

Two references are required. One referee should be your current employer or if you are currently not working, your last employer. Please indicate the context of your association with each referee.

	Reference 1	Reference 2
Name		
Job Title		
Company		
Relationship		
Address		
Post Code		
Tel. No		
Fax No		
E-mail		

I certify that, to the best of my belief, the information I have provided is true and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.

Signed

Dated

The information you have provided will be handled and processed in accordance with the Data Protection Act 1998. If you are appointed, the information will form part of your personnel record. If you are not appointed, the form will be shredded within 6 months.

Send to: The Town Clerk

Wells Town Hall

Market Place

WELLS BA5 2RB

townclerk@wells.gov.uk