

**FOR OFFICE USE ONLY**

Applicant No.:

Interview Time:

APPLICATION FOR EMPLOYMENT**POST TITLE: FACILITIES MAINTENANCE TEAM LEADER****PERSONAL DETAILS**

Title:	Forename(s):	Surname:
Address:		Telephone Number (home):
		Mobile Phone Number:
		Email Address:

REFERENCES

Please give details of people preferably known to you in a professional capacity, and where possible to include your present or more recent employer.

Name:	Name:
Position:	Position:
Relationship to you:	Relationship to you:
Organisation/Company:	Organisation/Company:
Address and Postcode:	Address and Postcode:
Telephone Number:	Telephone Number:
Email Address:	Email Address:
Length of time you have known this person:	Length of time you have known this person:

May we contact this referee before interview?

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RELATIONSHIPS/CANVASSING

Are you the parent, grandparent, spouse, partner, child, step-child, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of any Member (Councillor) or member of staff of Newton Abbot Town Council, or the partner of such persons? If yes, please state to whom and the nature of the relationship. Please note that seeking support of any Councillor for your application, directly or indirectly, will disqualify your application.

SECONDARY AND FURTHER EDUCATION

School/College/University	From	To	Qualifications gained	Grades

PROFESSIONAL QUALIFICATIONS

Awarding Body	Qualification	How obtained (examination, election etc).	Date

MEMBERSHIP OF PROFESSIONAL BODIES

Professional Body	Grade of Membership	How obtained (examination, exemption etc)	Date

OTHER RELEVANT TRAINING

Dates (from and to)	Training Provider	Nature of Training

PRESENT OR MOST RECENT EMPLOYMENT

Employer's Name and address:	Job Title:	Date Started: Left:
Basic salary/wage:	Pay supplements:	
Additional allowances/benefits	Period of notice or date available to take up employment:	
Is this your only current job:		
Reason for wishing to leave:		
Brief outline of duties and responsibilities:		

PREVIOUS EMPLOYMENT (most recent first)

Employer's name and location	Position held and main duties	Dates		Reason for leaving
		From	To	

GAPS IN EMPLOYMENT HISTORY

Please give reasons and dates.

RELEVANT KNOWLEDGE, SKILLS, EXPERIENCE, APTITUDE AND INTERESTS

Please describe your knowledge, skills, experience, aptitude and interests relevant to this position, and mention any particular achievements. Please relate this to the requirements of the Job Description and Person Specification as far as possible. Continue on a separate sheet(s) if required.

DRIVING LICENCE

Do you hold a full, current driving licence? Yes/No

I confirm that the information I have provided is accurate and I have not omitted any significant information. I understand that any false statement could disqualify my application.

Forms returned via email without a signature: by submitting this form, applicants are agreeing to the statement above.

Signed:

Date:

Please return the completed form to:

Newton Abbot Town Council : info@newtonabbot-tc.gov.uk

Or send postal applications to:

FAO: Linda McGuirk – Principal Administrator
Newton Abbot Town Council
Newton's Place
Wolborough Street
Newton Abbot
Devon
TQ12 1JQ

***The closing date for receipt of completed applications:
5pm, Wednesday 28th February 2024***