



Job Application Form

New Milton Town Council welcomes applications from all, irrespective of disability, gender, sexual orientation, marital status, family responsibility, age (subject to retirement policy), race, colour, ethnic origin, nationality (subject to issue of work permit where required), trade union membership and activity, political or religious beliefs.

Please note

1. All sections to be completed in black ink.
2. Additional sheets may be attached/inserted wherever necessary.

Title of post.....

Where did you see this job advertised?.....

1 Personal Details

Surname
(block letters)

Professional Surname
(if different to above)

Forename(s)

Preferred title
(Prof/Dr/Miss/Mr/Mrs/Ms)

Address

.....

.....

.....

Postcode.....

Contact:

Home.....

Mobile.....

email.....

Please confirm you have a full clean driving licence

.....

Please indicate any times that you may be unavailable for interview. Where possible we will try to accommodate your requirements but this cannot be guaranteed:

.....

.....

2 Education

Any offer of employment will be conditional on providing original proof of relevant qualifications.

Name of Institution	Full/Part -Time	Qualifications gained (please state subject & class for degrees etc.)	Date of Award (Month/Year)

3 Membership of professional bodies (if applicable)

Professional Body	Date	Class of Membership

4 Training

[illegible]

5 Other relevant skills (e.g. computer skills, additional languages)



6 Employment	
Present position or activity	Date started
.....	Full or part-time
Please give a brief description of duties	Current salary £
.....	Additions to salary £
.....	In what form?
.....	Reason for seeking other employment
.....	
.....	
Present employer's name & address	
.....	
.....	
.....	Please state when you would be available to take up employment if offered

[illegible]

8 In support of your application

A person specification is available online (or was included in the information sent to you by post / email) which details the knowledge, skills and attributes required for the position. In support of your application please give details along with examples, which demonstrate your knowledge, skills and attributes relevant to the person specification and explain how and where these were gained whether at or outside of work. Continue on / attach / or insert a separate sheet/document if necessary.

9 References

Please nominate two referees who may be contacted regarding your knowledge, skills, attributes and suitability for this position, **including your current/most recent line manager** plus another work-related referee, or an academic referee if applicable.

Name

Position

Organisation.....

Address

.....

.....

Telephone

Email

Capacity in which known

Did they know you by any other name?

.....

May we contact prior to interview?

YES/NO

Name

Position.....

Organisation

Address

.....

.....

Telephone

Email.....

Capacity in which known

Did they know you by any other name?

.....

May we contact prior to interview?

YES/NO

Referees will automatically be approached when a job offer has been made and accepted.

10 Prevention of illegal working

Do you require permission from the UK Border Agency to take up employment if appointed to this post, e.g., a Certificate of Sponsorship? **YES / NO**

For further information on the Immigration Asylum and Nationality Act 2006 and UK Border Agency Immigration rules – [see the UK Border Agency website](#)

11 Declaration

I declare that all the information on this application form and any other documents relating to this appointment is, to the best of my knowledge and belief, true and correct. I understand that any false statement may give cause for dismissal should I be employed. I consent to New Milton Town Council processing the information given on this form, including 'sensitive' information, as may be necessary during the recruitment and selection process. I understand that if my application is unsuccessful this application may be held on file for a maximum of 9 months. I understand that if I have sent this application form via e-mail it will automatically be deemed that I have signed the declaration below.

Signature..... Date

Please return your completed form by post to:

Mark Jeffries, Estates & Facilities Manager
New Milton Town Council
Town Hall
2 Ashley Road
New Milton BH25 6BZ

Please return your completed form by email to:

info@newmiltontowncouncil.gov.uk

Please let us know where you saw the job advertised:.....