# **Downton Parish Council**

# **Job application form**

*NB when completing electronically the boxes will expand to allow you to elaborate within each answer as necessary.*

Application for employment as: **Administrative Assistant (part-time)**

Name ............................

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

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

Phone ............................

Email ............................

## **Education and training**

Details of where and when

............................

Qualifications

Details of what and when

............................

## **Employment history**

1. Present/previous employer ............................

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

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

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

Duties

............................

Pay ............................

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

Reason for leaving (*if applicable*)

............................

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

............................

Please tell us why you applied for this job and why you think you are the best person for the job by referring to the Job Description and Person Specification and demonstrating how you fulfil the requirements*.*

............................

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

............................

Please tell us if there are any dates when you will not be available for interview

............................

Please provide the names and contact addresses of two referees

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name……………………………………..…………………

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

*When complete, return this application form to janebren555@gmail.com*