

# Falmouth Town Council



## APPLICATION FOR EMPLOYMENT

### Confidential

Falmouth Town Council is an equal opportunities employer and your application will be judged solely on merit. It is important that you complete the form accurately and comprehensively as although the submission of CVs is permissible the application will be assessed purely on the content of this form. If you require any assistance completing the form please contact the Council.

<b>Position applied for:</b>	
<b>Surname:</b>	<b>Title:</b>
<b>Forenames:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Daytime contact number:</b>	<b>Evening/Mobile contact number:</b>
<b>Email:</b>	
<b>How soon after an offer of a job would you be able to start?:</b>	
<b>Please state where you saw this job advertised:</b>	
<b>Are you related to any member or Officer of Falmouth Town Council?:</b>	
<b>If yes please state who:</b>	

Employment History

Name and address of employer (and reason for leaving)	Job title or role	Grade and Salary	Key Duties and Responsibilities	From	To
All previous employment					

**TRAINING** include any short courses you have undertaken and any other non-vocational experience / skills which may be relevant to your application

From	To	Details

**QUALIFICATIONS Academic and or Professional**

Dates	College/University	Qualification/Subject	Level
NB: You will be asked to provide certificates as evidence of academic and professional achievement			

**REFERENCES**

Please give the name and addresses of two people who can provide references. Do not include relatives (unless you are or have been employed by a relative). **One should be your current or most recent employer.**

Please tick the boxes if you do not want your referee to be approached without permission.	Name & Address <input type="checkbox"/>	Name & Address <input type="checkbox"/>
	Capacity known to you:	Capacity known to you:

**ADDITIONAL INFORMATION**

Please give details below of any additional relevant information you wish the shortlisting panel to be aware of. Please use additional sheets if necessary).

***Declaration***

I confirm that to the best of my knowledge the information I have provided in this application is correct. I realise that if I am employed and it is found that I have deliberately given false information, I am liable to dismissal without notice. (Canvassing of members or officers of Falmouth Town Council will disqualify the candidate).

If you are invited to attend for interview you should bring proof of identity at that time.

SIGNATURE.....DATE.....

***Please return to:***

***Falmouth Town Council  
Municipal Buildings  
The Moor  
Falmouth  
Cornwall  
TR11 2RT***

***To be returned by: 10.00am on 12<sup>th</sup> February 2016***