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Please refer to the Employee Specification and use the following sections to give specific examples to demonstrate how you meet the requirements for this role.

**Grade:** Salary negotiable dependent on experience

**Closing Date: midnight Tuesday 12th September 2023**

**References**

Please give the names and addresses of two referees. One should be your present employer or, if not employed, your last employer.

If you have not been employed before, you will need to supply referees who are able to comment on your ability to do the job.

**1. Title: Name: 2. Title: Name:**

**Occupation: Occupation:**

**Address:**  **Address:**

**Postcode:**  **Postcode:**

**Telephone No:**  **Telephone No:**

**Fax No:**  **Fax No:**

**Email:**  **Email:**

**Capacity in which known:**  **Capacity in which known:**

 **May be contacted if selected for interview Yes/No May be contacted if selected for interview Yes/No**

 (Please delete as appropriate) (Please delete as appropriate)

**Confidential**

The information you provide on this form will be used for recruitment & selection and employment contract purposes

Please complete this form and return it to:

Louise Bareham, Town Clerk, Faversham Town Council, Town Hall, 12 Market Place, Faversham, Kent, ME13 7AE or email louise.bareham@favershamtowncounci.gov.uk

Are you related to any Councillor or Employee of Faversham Town Council? (If yes, give details)

Canvassing of Councillors / Officers could lead to disqualification

If you are selected for interview, are there any dates when it

would be impossible for you to attend?:

 **Application for Employment as: EVENTS OFFICER**

|  |  |
| --- | --- |
| **Last Name** | **First Name:**  |

Address for Correspondence:

Postcode:

Home Tel No:

Work Tel No:

Email:

May we contact you at work? **Yes / No**

 (Please delete as appropriate)

 Year Awarded

Education, Training, Professional Memberships and qualifications relevant to the job

Employer:

Address:

Please show here that you have the education, training and qualifications asked for in the employee specification, including Apprenticeships and Membership of Professional or Technical Bodies

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Date Started: Permanent / Temporary

 (Please delete as appropriate)

Date left (if applicable):

Reason for leaving :

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Date to

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Date to

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Reason for

Leaving

Position held and main duties

Name of Employer

**Previous jobs** **or work experience** (Most recent first)

Briefly describe your duties:

Current or last occupation / position

Salary: Grade/Scale:

#### EMPLOYMENT EXPERIENCE

**Skills**

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**Experience**

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**Knowledge**

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**Additional Information**

Please note CVs **should not** be included if already submitted.

I understand that public funds must be protected and so the information I have provided on this form

may be used to prevent and detect fraud. The information may also be shared, for the same purposes,

with other organisations which handle public funds. I can confirm that, to the best of my knowledge,

**the information provided on this form is correct and gives a fair representation of my qualifications**

**and employment history.**

**Signature: Date:**

**Date:**

Please add any other information you wish to include in support of your application:

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| **EQUAL OPPORTUNITIES**Applicants for jobs will not be unfairly discriminated against on the grounds of their sex, gender reassignment, marital status (including civil partnership), pregnancy and maternity, disability, race, religion and belief; sexual orientation or age. To ensure the effectiveness of the policy, and to assist in its development, it has been decided that all applicants will be monitored for employment and promotion. This information will be solely for monitoring and will ***not*** be available to the shortlisting or interview panel.**Date of Birth: Marital Status:** **Male Female** **National Insurance Number........................................****Do you consider yourself to meet the Disability Discrimination Act definition of a Disabled Person? Yes No** **For Disabled Candidates only**To help recruiters decide whether a reasonable adjustment will be required, please answer the following questions**.**Does your impairment prevent you from carrying out any of the duties of the post? If yes, you are still encouraged to apply as we may be able to make some changes to accommodate a suitable disabled candidate. It would be helpful if you let us know what the potential difficulties might be.If called for an interview, does your impairment require us to make any particular arrangements? **Rehabilitation of Offenders Act**Under the Rehabilitation of Offenders Act 1974, you are required to give details of any convictions, which are not ‘spent’ below. In addition, the Council requires you to disclose any cautions and binding over orders that you have received in the last 12 months. Failure to do so may render you liable to summary dismissal. Certain posts are exempt from the provisions of the Rehabilitation of Offenders Act and job applicants must disclose all criminal convictions and cautions whether or not they are spent.**Nationality:................................................ Religion:...........................................** **Ethnic Origin** |

###### Asian or Asian British

Bangladeshi AB

Indian AI

Pakistani AP

Other (Specify) AO ­­

## White

British WB

Irish WI

Other (specify) WO

###### Mixed

White and Asian MA

White and Black African MF

White and Black Caribbean MC

Other (specify) MO

###### Chinese or other ethnic groups

Chinese CC

Other (specify) CO

###### Black or Black British

African BF

Caribbean BC

Other (Specify) BO