



HIGHAM FERRERS TOWN COUNCIL

ADMINISTRATIVE AND COMMUNICATION OFFICER

JOB APPLICATION FORM

Higham Ferrers Town Council

**Town Hall
Market Square
Higham Ferrers
NN10 8BT**

01933 312075

clerk@highamferrers-tc.gov.uk

www.highamferrers-tc.gov.uk

PARKS, OPEN SPACES AND FACILITIES SUPERVISOR

APPLICATION FOR EMPLOYMENT

Available to Commence: (give start date)

PERSONAL DETAILS

Surname:

Forenames:

Address:

Daytime Phone Number:

Please indicate if we can contact you on this number during the application process. Y/N

Evening Phone Number:

Email Address:

EDUCATION

Schools attended from age 11	Dates (approx)		Examinations gained (with grade)
	From	To	

Further education and training	From	To	
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EMPLOYMENT HISTORY

Present/last employer:

Address:

Start Date:

Amount of Notice required:

Job Title:

Description of duties:

Reason for leaving:

Finishing pay:

Employment (continued)	
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Previous employment: Address: Brief Description of duties: Reason for leaving:	Start date: Leaving date: Job Title:
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Employment (continued) Previous employment: Address: Brief Description of duties: Reason for leaving:	Start date: Leaving date: Job Title:
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Employment (continued) Previous employment: Address: Brief Description of duties: Reason for leaving:	Start date: Leaving date: Job Title:
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Employment (continued)

Previous employment:

Address:

Brief Description of duties:

Reason for leaving:

Start date:

Leaving date:

Job Title:

Employment (continued)

Previous employment:

Address:

Brief Description of duties:

Reason for leaving:

Start date:

Leaving date:

Job Title:

Employment (continued)

Previous employment:

Address:

Brief Description of duties:

Reason for leaving:

Start date:

Leaving date:

Job Title:

Please give your reasons for applying for this post, including what experience you feel you have which would enable you to do it well. Please continue on a separate sheet if necessary.

A large, empty rectangular box with a thin black border, intended for the applicant to write their reasons for applying and their relevant experience. The box occupies most of the page below the instruction.

Membership of Professional Organisation:

Do you need a Work Permit to work in the UK ? Yes/No

If offered this position do you intend to continue working in any other capacity?
(If **YES** give details)

Have you ever been convicted of a criminal offence ? (Declaration subject to the
Rehabilitation of Offenders Act) Yes/No
If **YES** give details:

References

Please give Names and Addresses of two people who can be contacted to provide a
reference (one should be an employer, and neither should be related to you.) References
may be taken up prior to interview.

1.

Name:

Address:

Occupation:

2.

Name:

Address:

Occupation:

I declare that the information given in this form has been completed by me and all the
information I have given is accurate and complete to the best of my knowledge. I accept
that if I have given any information which I know is false or if I withheld any relevant
information it may lead to my application being rejected or if I have been appointed
dismissal.

I consent that under the Data Protection Act the information contained in this form may
processed by Higham Ferrers Town Council, who will ensure the information will be
stored on a computer fairly and lawfully and will not be disclosed to any person/s for any
other purposes.

I give my permission for Higham Ferrers Town Council to process and retain information about me contained in this form in accordance with the Data Protection Act 1988.

Signature:

Date.....