



HORNSEA TOWN COUNCIL

TOWN HALL, 75a NEWBEGIN, HORNSEA, EAST YORKSHIRE HU18 1PA
Telephone: (01964) 532252 Fax: (01964) 536891 Email: clerk@hornsea.gov.uk
Web Site: www.hornsea.gov.uk



Joanna Richardson
Clerk to the Council

APPLICATION FOR EMPLOYMENT

POST TITLE : YOUTH WORKER LEVEL 1		
TITLE	SURNAME	FIRST NAME(S)
PERMANENT ADDRESS AND POST CODE		TELEPHONE NUMBERS Home: Work: Email: Are you eligible to work in the UK? Yes/No National Insurance No:

EDUCATION QUALIFICATIONS, TRAINING AND SKILLS COURSES (start with most recent first – please continue on a separate sheet if necessary). Qualifications will need to be verified

NAME OF COURSE/SUBJECTS TAKEN/ TRAINING/SKILLS COURSES	NAME OF INSTITUTION/ COMPANY	QUALIFICATION /COURSE RESULT/AWARD

CURRENT OR MOST RECENT EMPLOYMENT			
JOB TITLE		NAME AND ADDRESS OF EMPLOYER	
SALARY & GRADE/SCALE (INC. ALLOWANCES)		DATE OF APPOINTMENT	
SUMMARY OF DUTIES AND RESPONSIBILITIES (Please continue on separate sheet if necessary)			

PREVIOUS EMPLOYMENT INCLUDING ANY RELEVANT VOLUNTARY WORK (most recent first)

TITLE OF POST, MAIN RESPONSIBILITIES & REASON FOR LEAVING	EMPLOYER (NAME AND ADDRESS)	SALARY	FROM	TO

Would you require any adjustments if invited for interview?

Yes/No

SUPPORTING STATEMENT

(Please give your reasons for applying. Please read the job description and person specification for applicants, using examples, show how your knowledge, skills and experience meet each of the essential and where possible the desirable requirements of the job). **Please note that CV's should not be attached.**

Are you related to a Member or Senior Officer of this Town Council?	Yes/No
(If so, please give name(s) and relationships.)	
Period of notice required by present employer:	
Do you hold a full valid driving licence?	Yes/No
Have you ever been convicted of a criminal offence?	Yes/No
If yes, please give full details on a separate sheet. You need not include convictions which are 'spent' under the Rehabilitation of Offenders Act 1974, <u>unless</u> otherwise stated in the application package.	
Please give details of the names and addresses of two referees. One must be your present or most recent employer and the second should be your previous employer. If you have only worked for one employer then please give details of a second referee who can provide a character reference, such as a school or college tutor. We cannot accept relatives as referees. References will not be approached before an offer of employment is made if indicated below	
Name:	Name:
Address:	Address:
Tel. No:	Tel. No:
E-mail:	E-mail:
Capacity known to you:	Capacity known to you:

DECLARATION

I certify that the information that I have stated on this application form is, to the best of my knowledge, true accurate and complete. I accept that these details will be checked at interview by providing documentary evidence (e.g. qualifications, nationality), by obtaining references and by contacting previous employers with my prior consent.

I acknowledge that any canvassing, directly or indirectly will disqualify my application. It is also understood that any false statements or the withholding of relevant information may result in the withdrawal of any offer of appointment or the termination of employment as appropriate.

Signature of Applicant Date

This application should be returned to: Joanna Richardson - Town Clerk, Hornsea Town Council, The Town Hall, 75a Newbegin, Hornsea, East Yorkshire HU18 1PA or by email to: clerk@hornsea.gov.uk by Friday 16th February 2018.

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Short listed for interview	YES/NO

