



# TORPOINT TOWN COUNCIL

1-3, BULLER ROAD, TORPOINT, CORNWALL PL11 2LD

[www.torpointtowncouncil.gov.uk](http://www.torpointtowncouncil.gov.uk)

[admin@torpointtowncouncil.gov.uk](mailto:admin@torpointtowncouncil.gov.uk)

## Application Form

Please complete in black ink or print

<b>Position applied for:</b>	<b>Closing date and source of application:</b>
<b>Surname:</b>	<b>First names and title:</b>
<b>Address:</b>	<b>Telephone:</b>  <b>Email:</b>

<b>Personal Details:</b>	
Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Employment Record - Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.**

<i>Date From/To</i>	<i>Position Held/ Duties</i>	<i>Name and address of Employer</i>	<i>Reason For Leaving</i>


**Education (since age 11)**

Date From/To	Name of School, College or University	Qualifications Gained

***Please give your reasons for applying for this position, say what experience you feel you have which would enable you to do it well. Please use a separate sheet if necessary.***

**Please give details of any outside interests or other information that you feel will support your application.**

**Include here memberships of professional bodies and service on voluntary organisations etc.**

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**References. Please give the names and addresses of two referees. One should be your present or last employer if possible.**

<b>Referee 1</b>	<b>Referee 2</b>
<i>Name</i>	<i>Name</i>
<i>Address</i>	<i>Address</i>
<i>May we approach them now?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	<i>May we approach them now?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>

<b><i>I apply for the above position and confirm that this is a true and complete record</i></b>	
<i>Signature</i>	<i>Date</i>

Please return your completed application together with any other documentation requested to the **Town Clerk & RFO** at the address above by the deadline of **midday on Friday 26<sup>th</sup> July 2024**.

