



MINEHEAD TOWN COUNCIL

Applicant No

APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned *by 12 noon on Monday 11 July 2022:*
by post to Ms Sam Rawle, Clerk, 3 Summerland Road, Minehead TA24 5BP
or by email to sam.rawle@mineheadtowncouncil.co.uk

CONFIDENTIAL

Please complete in black ink or type

Application for the post of: **ASSISTANT CLERK**

Employment History

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities, raising family or caring, please also include these.

Present (or most recent) Employment			
Name and Address of Employer			
Position Held		Is this your current job?	Yes / No
Start Date		Leaving Date (if applicable)	
Notice Required		Basic Salary/Wage	
Other Allowances		Reason for Leaving	
Key responsibilities and/or achievements:			
1			
2			
3			
4			

All Previous Employment

Name and Full Address of Employer	Start Date, Leaving Date, Position Held and Main Responsibilities - giving salary	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details relating to *any* gaps in your employment history

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Education

Please provide brief details of your education - please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with dates subjects and grades

Please continue on a separate sheet if necessary

Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/Development Activity	Date and Outcome (Grade Achieved where relevant)

Please continue on a separate sheet if necessary

Membership of Professional Bodies (delete if not relevant for this post)

Body	Membership Type

Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is imperative that you cover the requirements listed in the Person Specification.

Please continue on a separate sheet if necessary.

References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education, please give the name of your tutor or lecturer. *Please indicate by marking clearly with an asterisk (*) if you do not want us to contact them prior to a conditional offer being made.*

Name	Address
Email Address if available	
Position Held Day Contact Number	

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Email Address if available	
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