



VENTNOR TOWN COUNCIL



JOB APPLICATION FORM

POST	Town Clerk & RFO
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PERSONAL DETAILS			
LAST NAME		OTHER NAMES	
ADDRESS		HOME PHONE	
POST CODE		WORK PHONE	
EMAIL			

PRESENT OR LAST EMPLOYMENT DETAILS				
NAME OF EMPLOYER	POSITION HELD	FROM	TO	SALARY

MAIN DUTIES

PREVIOUS EMPLOYMENT DETAILS

NAME OF EMPLOYER	POSITION HELD	FROM	TO	SALARY

VOLUNTARY SECTOR EXPERIENCE

ORGANISATION WITH/FOR	ROLE/WORK DONE	FROM	TO

EDUCATION AND TRAINING DETAILS					
FROM	TO	FT/PT	SUBJECT(S)	QUALIFICATION	AWARDING BODY

DECLARATION			
I declare that the information contained in this form is true and accurate. I understand that if any statement is later discovered to be false or misleading, my employment may be terminated			
SIGNATURE		DATE	

REFEREES' DETAILS			
FIRST REFEREE		SECOND REFEREE	
NAME		NAME	
STATUS		STATUS	
ADDRESS		ADDRESS	
POST CODE		POST CODE	
PHONE NO.		PHONE NO.	
Please indicate how the referee knows of your skills and experience			
Please tick box if you do not wish us to contact this referee prior to interview		Please tick box if you do not wish us to contact this referee prior to interview	

YOUR EXPERIENCE

The Job Description for this post details the key areas of responsibility and tasks involved. The Person Specification lists the key areas of knowledge, experience and skills the postholder will need to have. Please show us in this section how your experience has prepared you for this post and how you meet the requirements for it. Feel free to attach additional sheets if necessary

YOUR EXPERIENCE (CONTINUED)