

Applicant No.

YATE TOWN COUNCIL
Committed to Equalities



**APPLICATION FOR EMPLOYMENT
CONFIDENTIAL**

Completed Application Forms must be returned by: **MIDDAY FRIDAY 14TH JUNE 2019**

To: The Town Clerk, Yate Town Council, Poole Court, Poole Court Drive, Yate, South Gloucestershire, BS37 5PP (Email info@yatetowncouncil.gov.uk)

Please complete in black ink or type

Application for the post of: Venue Assistant & Venue Assistant / Party Host

Please tick which of the following vacancies you are applying for:

Venue Assistant

Venue Assistant / Party Host

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 include these as well.

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

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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Community Activity/Voluntary Sector Work

Please highlight your experience of working in your local community or the voluntary sector

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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

| 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 essential therefore that you cover the requirements listed in the person specification for the job, which are listed within the job description:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

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 or voluntary sector contact. 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. Please note the references must cover the last three years.

| | |
|-------------------------------------|-----------------------|
| Name | Address |
| | |
| Email Address if available | |
| Position Held/ Capacity Known | Day Contact Number |
| | |

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|-------------------------------------|-----------------------|
| Name | Address |
| | |
| Email Address if available | |
| Position Held/ Capacity Known | Day Contact Number |
| | |

Please indicate below any forthcoming dates when you will not be available for interview

NB: PLEASE REMEMBER TO ATTACH THE STANDARD MONITORING FORM TO YOUR APPLICATION FORM.

I understand that by submitting this application, under the General Data Protection Regulation, the information contained in this form will be processed by Yate Town Council in line with their Data Management Policy, who will ensure that the information will be stored in paper and digital format, fairly and lawfully and will not be disclosed to any third parties or used for any purposes other than in the processing of the application. I understand that Yate Town Council will retain this information in line with their Data Management Policy.