

Confidential
APPLICATION FOR EMPLOYMENT

Receipt of applications will not be acknowledged.

Only Applicants meeting all of the Essential skills required for the Post will be shortlisted for interview and advised via email.

Post Applying For:

Personal Details:

Surname:

Forename(s):

Full Postal Address:

Email:

Tel. No:

Work Tel. No (if applicable):

Education & Training:

Schools attended (from age 11):

From:

To:

Examinations & Results:

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College / University attended: From: To: Examinations & Results:

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Further Education & Formal Training: From: To: Examinations & Results:

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Present Employer (if applicable):

Post Held:

Salary:

Main duties of Post:

Date commenced:

Length of Notice required:

Previous Employment (most recent first):

From:	To:	Employers Name & Address:	Position Held:	Reason for Leaving:

From:	To:	Employers Name & Address:	Position Held:	Reason for Leaving:

From:	To:	Employers Name & Address:	Position Held:	Reason for Leaving:

From:	To:	Employers Name & Address:	Position Held:	Reason for Leaving:

Essential Supporting Information:

(please use this space to demonstrate how you meet the Essential skills required by the Post)

Desirable Supporting Information:

(please use this space to demonstrate how you meet the Desirable skills required by the Post)

Leisure Interests (clubs / societies / sports / hobbies, etc):

References:

Two Referees are required, one of which should be your current employer (if applicable).

1.

Name:

Relationship to you:

Address:

Tel. No:

2.

Name:

Relationship to you:

Address:

Tel. No:

If you have any objections to Referees being contacted prior to interview, please check box ☐

Additional Information:

If you are related to a Councillor or Officer of Rhyl Town Council, please state their name

Note: A candidate who knowingly fails to disclose such a relationship shall be disqualified for the appointment.

I declare that the information given on this form is correct and that I have not canvassed either directly or indirectly any members or officers of Rhyl Town Council and that I will not do so. I understand that any offer of employment is subject to both satisfactory references

I agree with the above statement. Please check box ☐

Please return your completed application to:

Town Clerk
Rhyl Town Council
Civic Offices
Wellington Community Centre
Wellington Road
RHYL
Denbighshire
LL18 1LE

Or email to:

enquiries@rhyltowncouncil.org.uk