

**RAUNDS TOWN COUNCIL**

**Application Form**

**Position: Administrative Assistant**



**Personal Details**

Surname:	Title (Mr / Mrs / Miss / Ms etc.):
First Name (s):	Tel No. (Home):
Address:	Mobile No.:
Email:	May we contact you via email? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Education, Training and Qualifications**

Educational Establishment / Certificate / Qualification <i>(Please continue on a separate sheet if necessary)</i>	Grade	Date

**Current / Most Recent Employment**

Employer and Address:	
Job Title:	
Date Appointed:	Present Salary: Salary grade if in local government:
Brief description of duties and responsibilities: <i>(Please continue on a separate sheet if necessary)</i>	
Reason for leaving/wanting to leave:	
Length of notice required:	Date of leaving (if applicable):

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**Previous Employment**

<b>Employer</b>	<b>Position</b>	<b>Salary</b>	<b>Dates</b>	<b>Reason for leaving</b>

**Summary**

Please describe the skills, qualities and experience you would bring to the role, together with your reasons for applying, and provide any other information that may assist your application. (Please refer to the job description and Person Specification)  
*(Please continue on a separate sheet if necessary)*

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**References**

Please give names and addresses of two employment referees, one of which must be your most recent / current employer.

Referee: 1 Can be contacted prior to interview? Yes  No

Name:

Position:

Address:

Referee: 2 Can be contacted prior to interview? Yes  No

Name:

Position:

Address:

**Additional Information**

Are you related to a Councillor or a member of staff? Yes  No   
(If yes, please give details)

Do you have a current driving licence? Yes  No

If yes, do you have any current endorsements? Yes  No

Are you a car owner? Yes  No

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I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to Raunds Town Council to process the data supplied on this application form for the purpose of recruitment and selection.

**Signed:**

**Date:**

Email: [clerk@raunds-tc.gov.uk](mailto:clerk@raunds-tc.gov.uk)

Post to: Kate Houlihan  
Town Clerk  
Raunds Town Council  
The Hall, Thorpe Street  
Raunds  
Northants  
NN9 6LT

**Closing date for applications is 29 November 2019**