**HAYWARDS HEATH TOWN COUNCIL**

**Application for Employment**

**Please type or write clearly in black ink. Use additional sheet provided where necessary.**

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| **Application for Post of** |  |

**Part A INFORMATION FOR SHORTLISTING AND INTERVIEWING**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** **INITIALS** |  | **SURNAME OR FAMILY NAME** |  |

**2. LETTER OF APPLICATION *Please write a covering letter to accompany this application.***

**3. 3. CURRENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Name and address of employer** |  |
| **Job Title** |  |
| **Date appointed** |  |
| **Salary** |  |
| **Date available to start** |  |

1. **FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. Failure to provide accurate information may have a negative impact on your application.

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| **Job Title**  **or Position** | **Name and address of**  **employer, or description of activity** | | **Dates** | | | | | | | | | **Reason**  **for**  **leaving** |
| **From** | | | | | **To** | | | |
| **Mth** | | | **Yr** | | **Mth** | | **Yr** | |
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**Please enclose a continuation sheet if necessary**

1. **SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)**

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| --- | --- | --- |
| **Name of School/College** | **Dates From – To** | **Qualifications Gained  (with grades)** |
|  |  |  |
|  |  |  |

**6. FURTHER OR HIGHER EDUCATION Any recognised qualifications or courses attended which are relevant to the job application**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of FE College or University or Awarding Body** | **Dates From – To** | **Full or Part-time** | **Qualifications Obtained** |
|  |  |  |  |

1. **OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS**

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