



Council Offices:
 The Passmore Edwards Building, The Cross, Cross Street, Camborne TR14 8HA
 Telephone: 01209 612406
 email: enquiries@camborne-tc.gov.uk
 web site www.camborne-tc.gov.uk

CONFIDENTIAL
 (Please complete this form in black ink)

1. VACANCY DETAILS

Job Title: Office Administrative Assistant
Hours: 15 hours a week Permanent
<i>Completed application forms should be sent to the address above (in an envelope marked with the name of the vacancy, to be received no later than 5pm on the closing date, Application is by completed form only; CV's cannot be accepted.</i>
<i>No original testimonial or letter should be sent unless requested as the Council cannot be responsible for the safe-keeping of any papers sent.</i>
CANVASSING, EITHER DIRECTLY OR INDIRECTLY, WILL RESULT IN DISQUALIFICATION

2. PERSONAL DETAILS

Surname:	First names:
Title:	National Insurance No.:
Home Address:	
Post Code:	
Home Tel. No.:	Mobile No.:
Email Address:	

3. PRESENT OR MOST RECENT EMPLOYMENT

Job Title:	Notice required:
Date started:	Date left (if applicable):
Reason for leaving (if applicable):	
Employer's name:	Tel. No.:
Address:	
Post Code:	
Main duties and responsibilities:	

4. PREVIOUS EMPLOYMENT (most recent first)

Name & address of employer	Job title & main responsibilities	Date		Reason for leaving
		From	To	

5. SECONDARY, FURTHER AND HIGHER EDUCATION

Name & location of school, college or university	Date		Examinations taken (include date, level and grade)
	From	To	

6. TRAINING AND DEVELOPMENT (include job-related activities relevant to your application)

Name & location of training provider	Date		Examinations taken (include date, level and grade where appropriate)
	From	To	

7. DUTIES AND RESPONSIBILITIES OF PRESENT POST (or last post held if unemployed), together with details of previous experience and any additional information relevant to your application (continue on separate sheet if necessary)

8. WORK EXPERIENCE (continue on a separate sheet if necessary)

Please tell us about any other work experience you have that is relevant to this post

9. ADDITIONAL INFORMATION

a) Do you hold a full current driving licence:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c) Under the Working Time Regulations 1998 the Council must monitor the hours worked by its employees – please confirm whether this will be your only employment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d) Are you related to any Councillor or employee of Camborne Town Council or to the partner of such a person? <i>(if yes, please provide details)</i>	Yes <input type="checkbox"/> Name:	No <input type="checkbox"/>

10. OUTSIDE INTERESTS/UNPAID WORK

Please tell us about any outside interests or unpaid work which may be relevant to this position

11. REFERENCES

Please give two referees. One should be your present employer, or if you are currently unemployed, your last employer, or if you are leaving full-time education, your Headteacher or College Principal. The second should be a person who can comment on your skills and abilities in relation to the job for which you have applied. References for shortlisted candidates will be taken up before interview unless you request otherwise. Do not use relatives.

Present Employer Reference	Additional Reference
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Post code:	Post code:
Tel. No.:	Tel. No.:
(I do not wish this reference to be taken up prior to interview) <input type="checkbox"/>	(I do not wish this reference to be taken up prior to interview) <input type="checkbox"/>

12. SUPPORTING INFORMATION (continue on a separate sheet if necessary)

Please give your reasons for applying for this post and additional information which shows your relevant skills, knowledge, experience.

13. DISMISSALS

Have you ever been dismissed from any previous employment? If so, Please tell us which employment and the reasons for your dismissal.

14. LOCAL AUTHORITY REDUNDANCY PAYMENTS

Have you been made redundant from previous Local Authority employment within the last 4 weeks? If so, please state the employer, the date your employment ended and details of any redundancy payment received.

16. DATA PROTECTION

All information contained in this form will be treated as strictly confidential when used for recruitment. Please refer to our Privacy Notice for further information. However, we have a duty to protect the public funds we handle so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations who handle public funds.

17. DECLARATION

I declare that, to the best of my knowledge, the information given in this application is complete and correct and that it may be used for purposes registered by the Council under the Data Protection Act 2018. I understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or dismissal without notice.

Signature:..... Date: