

Application No	
Date Received	
Shortlisted	Yes/No

**PRIVATE AND CONFIDENTIAL**

## Yeovil Town Council



### Application for the post of Receptionist

Personal Details		
Surname	First Name(s)	Title
Home Address		Home Tel No
		Office Tel No
		Mobile Tel No
Have you a full current driving licence? <span style="float: right;">Yes/No</span>		Do you own a car? <span style="float: right;">Yes/No</span>
Dates not available for interview		

Education and Qualifications				
Secondary School, College, University etc	Dates		Qualifications	Grades
	From	To		

Present/Most Recent Employment		
From	To	Name and address of Employer
Job Title		
Grade		Main Responsibilities
Period of Notice required		
Present Salary and Allowances		

Previous Employment (most recent first)				
Dates		Name and address of Employer	Job title, grade and responsibilities	Reasons for leaving
From	To			

Referees	
First Referee (present/most recent Employer)	Second Referee
Name	Name
Address	Address
Position	Position
May we contact this referee prior to interview?	May we contact this referee prior to interview?
Yes/No	Yes/No
(References will be taken up for shortlisted candidates only)	

**Additional Information**

Please use this space to provide additional information in support of your application

Please use additional sheets as necessary

<b>Medical History</b>
Details of any aspect of your medical history which should be made known to a prospective employer

<b>Relationships</b>
Are you related to any councillor or employee of Yeovil Town Council?
Yes/No (If Yes, please give details below)
(Please note that the canvassing of councillors or officers directly or indirectly will disqualify your application)

<b>Interests and hobbies</b>
Please list activities outside work - include membership of clubs and organisations and any voluntary work you undertake

<b>Declaration</b>	
I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true. I understand that, if appointed, the provision of incorrect or misleading information may lead to my dismissal from the Town Council.	
Signed	Date

Please return completed application form electronically to [amanda.card@yeovil.gov.uk](mailto:amanda.card@yeovil.gov.uk) or in an envelope marked "Private and Confidential" to:

**Amanda Card  
Town Clerk  
Yeovil Town Council  
Town House  
19 Union Street  
Yeovil  
BA20 1PQ**

To arrive no later than the closing date of Friday 20<sup>th</sup> September 2019.