



## Lyme Regis Town Council

### Job Application Form

Please send completed application form to: [adrienne.mullins@lymeregistowncouncil.gov.uk](mailto:adrienne.mullins@lymeregistowncouncil.gov.uk)  
(email preferred) or Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme  
Regis, Dorset, DT7 3BS

#### Vacancy Details

<b>Job Title</b>	Administrative assistant	<b>Post No.</b>	110
<b>Closing Date</b>	Wednesday 7 January, midday		

#### Personal Details

<b>First Name:</b>	<b>Surname:</b>
<b>Title:</b>	
<b>Home Address:</b>	<b>Telephone Numbers/Email Addresses:</b> Home: Work: Mobile: Email:
<b>Postcode:</b>	Can we contact you at work? Yes/No
<b>NI Number:</b>	<b>Valid Driving Licence:</b> Yes/No/Provisional <b>Car Owner:</b> Yes/No
<b>Are you related to or are you the spouse/partner of any councillor or employee of Lyme Regis Town Council?</b> Yes/No <i>If yes, please give details:</i>	
<b>How did you hear about this vacancy?</b>	

#### Education and Training *(please continue on a separate sheet if necessary)*

<b>From:</b>	<b>To:</b>	<b>School/College/University attended:</b> (most recent first)	<b>Qualifications attained with grades:</b>

**Employment History (Paid or Voluntary)**

*Please indicate all previous positions held including any with Lyme Regis Town Council*

<b>Present/Most Recent Position:</b>			<b>Present Employer:</b>	
			<b>Location:</b>	
<b>Date started:</b>		<b>Current salary and any benefits:</b>	<b>Reason for wishing to leave:</b>	
			<b>Please state the period of notice you are required to give in your present job:</b>	
<b>From:</b>	<b>To:</b>	<b>Previous Position:</b>	<b>Employer and Location:</b>	<b>Reason for leaving:</b>

## Information in support of your application

*This should include the following:*

1. *Reasons for this application*
2. *How your skills, experience and personal qualities relate to the job requirements (see job description). You are welcome to also include examples of any voluntary/unpaid work which you feel support this. Please continue on a separate sheet if necessary.*

[illegible]

## References

Please provide two referees with knowledge of your previous work/character. One must be your most recent employer. If you have worked for them for less than six months, the second referee must be another previous employer. If one of your referees is a personal one, the referee cannot be related to you. **References are in confidence.**

1.

Name:

Relationship to you:

Job Title:

Address:

Phone Number:

Fax Number:

Email Address:

Can we contact this referee prior to the interview? Yes/No

2.

Name:

Relationship to you:

Job Title:

Address:

Phone Number:

Fax Number:

Email Address:

Can we contact this referee prior to the interview? Yes/No

Please indicate any spare time activities or interests:

I understand that any offer of employment will be subject to the information given on this form being correct and any appointment may be subject to a satisfactory medical report and references. I understand that the data on this application form will be processed in accordance with the Data Protection Act 1998 and I give my consent to this. Data may therefore be passed on to other members of the council who may require my information for legitimate business purposes.

Signed

Dated