

**TENBURY TOWN COUNCIL
APPLICATION FORM
CLEANER & CARETAKER
FOR TENBURY TOWN COUNCIL**

CLOSING DATE FOR RECEIPT OF APPLICATIONS NOON, FRIDAY 23rd FEBRUARY 2024

PRIVATE & CONFIDENTIAL

Please complete all sections in black ink or typescript. A CV will NOT be acceptable.

Please ensure that any additional sheets are numbered and include your name.

Please find attached to this application form: Job Description for the post and Person Specification,

When could you start work

Where did you hear/read about this vacancy

SECTION 1 PERSONAL INFORMATION

Name

Address

.....

Tel incl code Daytime..... Evening

Email

Please give details of any serious illness during the past 5 years or state none
.....
.....

Do you hold a current driving licence? YES / NO

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SECTION 2 EXPERIENCE

Starting with your most recent, include any full or part time employment including self-employment

Dates From To	Employer	Job Title & main responsibilities	Reason for leaving

SECTION 3 EDUCATION & TRAINING

Starting with most recent, please provide details of any education and/or training including short courses that you have completed or are currently undertaking.

Dates From To	Educational establishment	Subject	Qualification	Grade

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SECTION 4 PLEASE LIST MEMBERSHIP OF ANY PROFESSIONAL BODIES

Date	Professional Body

SECTION 5 ADDITIONAL INFORMATION

In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description and person specification we have sent you, indicate what experience, skills and interests you would bring to the post.

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SECTION 6 REFERENCES

Please give the names, addresses and telephone numbers of two people who can be contacted for references. At least one should be your present employer. They will only be contacted if you are invited for interview and have given permission below.

1 Name	2 Name
Address	Address
Tel	Tel
In what capacity do you know each referee?	
May we approach them before the interview?	
YES / NO	YES / NO

A report from your present employer may be required ahead of any final offer being confirmed but we shall not approach them without your permission.

SECTION 7 DECLARATION

I confirm that to the best of my knowledge the information provided in this document is true and correct and can be treated as part of my subsequent contract of employment.

Signed Date

Please return the completed form to: Town Clerk, Tenbury Town Council, The Pump Rooms, Teme Street, Tenbury Wells, WR15 8BA

PLEASE MARK YOUR ENVELOPE "PRIVATE & CONFIDENTIAL"

FOR OFFICE USE ONLY

Invitation to interview

Letter for references

References received