



All sections must be completed.

Application for the post of	Facilities Officer
Closing Time / Date	5pm / 10 th September 2019

Please complete in black or blue ink.



Personal Details	
Surname _____	Forename _____
Address _____ _____	
_____	Postcode _____
Tel No _____	Email _____

Entitlement to Work in the UK	
NI Number _____	
Are you entitled to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Permit type _____	
Expiry date _____	

Unspent Convictions
Do you have any unspent convictions?
Yes <input type="checkbox"/> No <input type="checkbox"/>

Driving Licence
Do you have a valid full UK driving licence?
Yes <input type="checkbox"/> No <input type="checkbox"/>

Education/Training/Qualifications (from age 11 upwards)		
<i>[Please complete in date order (starting with your most recent) and include any relevant training you have received in current/previous jobs.]</i>		
School/College/Training Provider (Name & Address)	Qualification	Grade

Education/Training/Qualifications (from age 11 upwards)		(continued)
School/College/Training Provider (Name & Address)	Qualification	Grade

Continue on a separate sheet if necessary

Professional Bodies		
Association / Institution (Name)	Grade	Membership No

Continue on a separate sheet if necessary

Full Employment History

[Please complete in date order (starting with your most recent) and do not leave any gaps in your employment history. All periods since leaving secondary school should be accounted for, including any voluntary work or periods of unemployment.]

Month/Year		Organisation Details (Name & Address)	Job Title & Brief Description of Duties	Reason for Leaving
From	To			

Continue on a separate sheet if necessary

Supporting Information

[Please provide further information which supports your application for this job role. Please relate your answers to the Job Advert, Job Description and Person Specification and provide examples of your statements.]

Education, Qualifications & Training

Knowledge & Experience

Skills & Personal Qualities

Continue on a separate sheet if necessary

Attitude & Motivation

Special Circumstances / Equal Opportunities

Other

Continue on a separate sheet if necessary

Availability

What notice period are you required to give your current employer?

Please state any times when you will not be available for interview

General

Please state where you saw this post advertised

Are you related to any Councillor or officer of the Council? If so, please state their name and what your relationship is _____

References

[Please provide details of 2 referees who will support your application. Please note that 1 reference must be from your most recent employer/tutor. References will only be requested if you are offered a position.]

Reference 1

(Current/most recent employer/tutor)

Reference 2

(Other professional or personal)

Name _____

Job Title _____

Address _____

Tel _____

Email _____

Name _____

Job Title _____

Address _____

Tel _____

Email _____

Privacy Statement

In line with the General Data Protection Regulations (2016), Bridgend Town Council has a duty to ensure the security of personal data. Bridgend Town Council protects personal information from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure.

The information you provide (such as name, address, email address, phone number and organisation) will be processed and stored to enable us to contact you as part of the application process. Your data will only be kept for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Your personal information will be not shared or provided to any other third party.

Further information on Bridgend Town Council's privacy policy can be found at:

<http://www.bridgendtowncouncil.gov.uk/media/4627/Privacy-Notice.pdf>

I have read and understood Bridgend Town Council's Privacy Statement Yes No

If I am unsuccessful for this post, I consent to Bridgend Town Council contacting me should a similar position become available Yes No

Declaration

I declare that the information I have provided in this application is true and correct to the best of my knowledge and I understand that providing false information may result in the termination of my employment.

Signed _____ Date _____

Please submit your application (by the closing time/date) as follows:

Email: **bridgend.tc@bridgend.gov.uk**

Post/By Hand: **Facilities Manager
Bridgend Town Council
Carnegie House
Wyndham Street
Bridgend
CF31 1EF**