



Applicant
No.

APPLICATION FOR EMPLOYMENT

Completed Application Forms must be returned by:

Midday on Tuesday 22nd July 2025

To:

Catherine Marlton

Email: finance@totnestowncouncil.gov.uk

CONFIDENTIAL

Please complete in black ink or type

Application for the post of: **ASSISTANT MAINTENANCE OFFICER**

Employment History

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

Present (or most recent) Employment

Name and Address of Employer:

Position Held

Is this your current
job?

Yes / No

Start Date

Leaving Date (if
applicable):

Notice Required

Basic Salary / Wage

Other Allowances

Reason for Leaving

Key responsibilities and / or achievements:

1.

2.

3.

4.

All Previous Employment

Name and Full Address of Employer	Start date, leaving date, position held and main responsibilities – giving salary	Reason for Leaving

Please continue on a separate sheet if necessary

Please give details relating to <u>any gaps</u> in your <u>employment history</u>

Education

Please provide brief details of your education. Please enter most recent first

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with dates, subjects and grades

Please continue on a separate sheet if necessary

Training

Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/ Development Activity	Date and Outcome (Grade Achieved where relevant)

Please continue on a separate sheet if necessary

Membership of Professional Bodies

Body	Membership Type

Knowledge and Skills

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is essential therefore that you demonstrate what knowledge and experience you have to fulfill the duties listed in the job description.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

References

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education please give the name of your tutor or lecturer. Please indicate by marking clearly with an asterisk (*) if you do not want us to contact them prior to a conditional offer being made.

Name	Address
Email Address	
Position Held	Day Contact Number
_____	_____

Name	Address
Email Address	
Position Held	Day Contact Number
_____	_____

Applicant No.

MONITORING FORM

CONFIDENTIAL

Please complete in black ink or type

THIS SECTION OF THE FORM DOES FORM NOT PART OF THE SELECTION PROCESS
(The information you provide will be treated in the strictest of confidence
and will not be seen by the selection panel)

Application for the post of: ASSISTANT MAINTENANCE OFFICER

Personal Details

Surname:		Forename:	
Preferred Name:		Preferred Title:	
Address:	Email:		
Daytime Phone No.:	May we contact you on this number during the application process? Yes / No		
Evening Phone No.:		National Insurance No.:	
Do you need a work permit for permanent employment in the UK?	Yes / No	If Yes do you have one?	Yes / No

Relatives / Other interests

Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Totnes Town Council?

Yes / No

If yes, please state the name of the person and the capacity in which you are known to them.

If appointed, do you have any business and/or financial interests which might conflict with the duties of the post?

Yes / No

If yes, please give brief details

Rehabilitation of Offenders Act 1974

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs that are not 'spent'. The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'.

Supplementary Information

Flexible Working

Do you wish to apply for this job on the basis of flexible working?	Yes / No
If yes please give details of your preferred work pattern or other request	

Recruitment Monitoring

How did you find out about this vacancy? Where appropriate, please give specific details of the website or publication.

Declaration

I declare that that the information in this form has been completed by me and all the information I have given is accurate and complete to the best of my knowledge. I accept that if I have given any information which I know is false or if I withhold any relevant information it may lead to my application being rejected or if I have been appointed to my dismissal.

I consent that under the General Data Protection Regulation and the Data Protection Act 2018 the information contained in this form and my application form may be processed by Totnes Town Council, who will ensure the information will be stored on a computer fairly and lawfully and will not be disclosed to any person/s for any other purposes. Our Privacy Policy provides more information about the different ways we may use your data and how it is stored. You can find our Privacy Policy on our website at <http://www.totnestowncouncil.gov.uk> .

I give my permission for Totnes Town Council to process and retain information about me contained in this form in accordance with the General Data Protection Regulation and the Data Protection Act 2018.

Signed..... Date:

Name:

(If you submit an application electronically, you will be asked to sign the form before interview)