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| **POST APPLIED FOR:** | **Administrative Assistant** |
| **PERSONAL DETAILS**  |
|  Surname: | First name(s): |
| Former or changed name(s): |
| National Insurance Number: | Current Address: |
| Home Tel: |  |
| Work Tel: |  |
| Email: | Post Code: |
| Do you consider yourself to have a disability? | Yes / No |
| Please tell us about any reasonable adjustment you need to help you with your employment application, and |  |
| Please tell us about any reasonable adjustment you need to help you do the job for which you are applying. |  |
| Are there any restrictions to your ability to work in the United Kingdom? |  |
| **RELATIONSHIPS AND CANVASSING** |
| Please declare below any family or close relationship with an existing employee or councillor of Newbiggin by the Sea Town Council.**CANVASSING OR NON DECLARATION WILL DISQUALIFY APPLICANTS** |
| **CURRENT EMPLOYER (OR IF NOT IN EMPLOYMENT YOUR LAST EMPLOYER)** |
| Employer’s name | Position held |
| Employer’s address | Date started |
|  | Date finished |
|  | Reason for leaving |
| Salary | Other Benefits |



76 Front Street

Newbiggin by the Sea, Northumberland

NE64 6QD

Tel: 01670 851833

Email: townclerk@newbiggintowncouncil.gov.uk

Website: [www.newbiggintowncouncil.g](http://www.newbiggintowncouncil.g)

ov.uk

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|  Brief description of duties, responsibilities etc |
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| **EMPLOYMENT HISTORY SINCE LEAVING SCHOOL (INCLUDING VOLUNTARY WORK) – please list most recent first** |
| From | To | Name and address of employer | Position held | Reason left |
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| **EDUCATIONAL/VOCATIONAL TRAINING AND QUALIFICATIONS – relevant to the post applied for – list most recent first** |
| From | To | Establishment | Examinations, qualifications, grades and achievements | Awarding Body | Date of Award  |
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| **MEMBERSHIP OF PROFESSIONAL BODIES – relevant to the post applied for** |
| Name of Professional Body | Reference/Membership Number |
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| **EVIDENCE TO SUPPORT YOUR APPLICATION – all skills and experience relevant to the job applied for** |
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| **OTHER RELEVANT ACHIEVEMENTS AND INTERESTS (e.g. leisure interests and hobbies)** |
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| **REFERENCES** |
| Give the names, addresses and telephone numbers of two referees. One must be your current employer or, if you are currently out of work, your last employer. References from friends or purely social acquaintances are unacceptable. |

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| Name |
| Position |
| Relationship |
| AddressPostcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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| Name |
| Position |
| Relationship |
| AddressPostcode |
| Telephone No. |
| Permission to contact prior to interview Yes/No |

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| **DECLARATIONS** |
|  | I declare that the information given above is correct to the best of my knowledge. I understand that deliberately giving false or incomplete answers could disqualify me from consideration, or, in the event of my appointment, make me liable to summary dismissal and possible referral to the police. If appointed I give my consent under the Data Protection Act 1998 for Newbiggin by the Sea Town Council to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices.**SIGNED**……………………………………………………………………..……… **DATE**…………………….…… |
|  | **PLEASE RETURN THIS FORM BY NOON THURSDAY 14th JULY 2024 TO:****Email: - Townclerk@newbiggintowncouncil.gov.uk****Or Post: - Town Clerk, Newbiggin by the Sea Town Council, 76 Front Street, Newbiggin by the Sea, Northumberland NE64 6QD.** |