

**Confidential**

**Application for employment**

**Frome Town Council  
5 Palmer Street, Frome, Somerset BA11 1DS**



Please complete in black ink or type

**Application for the post of:** Town Ranger – Full Time & Permanent role

**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.

| <b>Present (or most recent) Employment</b>  |  |                               |          |
|---|--|-------------------------------|----------|
| Name and Address of Employer:               |  |                               |          |
| Position Held                               |  | Is this your current job?     | Yes / no |
| Duration of Employment                      |  | Leaving Date (if applicable): |          |
| Notice Required                             |  | Basic Salary / Wage           |          |
| Reason for Leaving                          |  |                               |          |
| Key responsibilities and / or achievements: |  |                               |          |
| 1.  |  |                               |          |
| 2.  |  |                               |          |
| 3.  |  |                               |          |
| 4.  |  |                               |          |
| 5.  |  |                               |          |

| <b>All Previous Employment</b><br>Please enter most recent first |   |                    |
|--|---|--------------------|
| Name and Full Address of Employer                                | Duration of employment, position held and main responsibilities – giving salary | Reason for Leaving |
|  |   |                    |

Please continue on a separate sheet if necessary

Please give details relating to any gaps in your employment history

### Education

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

| Name of Educational Establishment<br>(School, College, University etc) | Qualifications obtained with subjects and grades |
|--|--|
| <i>Please continue on a separate sheet if necessary</i>                |  |

### Training

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

| Training Course and Organiser/ Development Activity     | Grade Achieved where relevant / date |
|---|--------------------------------------|
| <i>Please continue on a separate sheet if necessary</i> |                                      |

### Membership of Professional Bodies

| Body | Membership Type |
|------|-----------------|
|      |                 |

## Knowledge, skills and experience

The information provided in this section will be used to help us to decide if you will be invited to the next stage of the selection process. Therefore, please try and cover as many of the requirements listed in the person specification as you can.

*With the help of examples, explain why you think you are suited to this post?*

*Describe how you have been responsible for successfully maintaining & looking after public open spaces or estates*

*Provide two examples of how you have successfully negotiated a solution to a problem*

*Why do you think it is important to engage with the local community?*

*Why do you think it's important to support volunteers?*

*What would you have liked to achieve after one year in this post?*

## References

Please give the name and address of two persons who can provide an assessment of your suitability for this post, one of which 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.

Have you any objection to the references being obtained prior to interview? Yes/No

|                |                    |
|----------------|--------------------|
| Name           | Address            |
| Email Address: |                    |
| Position Held  | Day Contact Number |

|               |                    |
|---------------|--------------------|
| Name          | Address            |
| Email Address |                    |
| Position Held | Day Contact Number |

## Declaration

I declare that that this application 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 Data Protection Act 1998 the information contained in this **application form** may be processed by Frome 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.

I give my permission for Frome Town Council to process and retain information about me contained in this form in accordance with the Data Protection Act 1998.

Signed .....

Dated .....

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