

Peterlee Town Council Application Form



Position Applied For:	Hospitality Manager
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Closing Date:	(office use only)	Interview Date:	(office use only)
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It is important that you read the guidance notes in the candidate pack before completing this application form. CVs are not accepted. Application forms received after the closing date will not be considered.

The information you supply on this form will be treated in confidence.

Section 1 Personal Details

Surname:		Forename:	
Home address:			
Post Code:			
Home Telephone:		Mobile:	
Email address:			

Do you hold a full clean driving licence valid in the UK?	
Do you have your own transport?	
Are you able to work in the UK with no immigration restrictions?	
How much notice do you need to give to your current employer?	

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Section 2 Present Employment (if unemployed, please give your most recent employment)

Name of Employer:	
Address:	
Postcode:	

Post Title:	
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Appointment start date:		To:	
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Reason for Leaving:	
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Brief description of duties:

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Section 3 Previous Employment (please start with the most recent employment first)

Name and Address of Employer	Position Held	Brief outline of Duties	From	To	Reason for Leaving

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Section 4 Education (Please list highest qualification first)

School/College/University	From:	To:	Subject	Grade

Section 5 Membership of any Professional Associations

Association	Level of Membership

Section 6 Training & Development

Training Course	Dates Attended



Section 7 Personal Statement

Please use this section to give information in support of your application of any skills, knowledge and experience you have gained, and how you meet the criteria in the person specification. Continue on separate sheets (if required).

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Section 8 Referees

Please give 2 names and addresses of your most recent employers (if applicable). If unable to do so, please state who the referees are.

Reference 1		Reference 2	
Name:		Name:	
Organisation:		Organisation:	
Address:		Address:	
Contact number:		Contact number:	
Email address:		Email address:	
Position (Job title)		Position (Job title)	

Section 9 Declaration

Are you related to an officer, employee, or member of Peterlee Town Council? If so, please give details below:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Statement to be signed by the applicant

I hereby certify that all the information given by me on this form is correct to the best of my knowledge.

Signature: _____ Date: _____

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Equal Opportunities in Employment

Office use only

Position applied for:		Form No:	
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Peterlee Town Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes. If you require more information contact CorporateServicesTeam@Peterlee.gov.uk.

Gender Male Female Intersex Non-binary Prefer not to say

If you prefer to use your own gender identity, please write in: _____

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64
65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Asian or Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in: _____

Black, African, Caribbean or Black British

African Caribbean Prefer not to say

Any other Black, African or Caribbean background, please write in: _____

Mixed or Multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other Mixed or Multiple ethnic background, please write in: _____

White

English Welsh Scottish Northern Irish Irish British

Gypsy or Irish Traveller Prefer not to say

Any other White background, please write in: _____

Other ethnic group

Arab Prefer not to say Any other ethnic group, please write in: _____



Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with the manager running the recruitment process.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Asexual Pansexual
Undecided Prefer not to say

If you prefer to use your own identity, please write in: _____

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say If other religion or belief, please write in: _____

What is your working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexi-time Staggered hours Term-time hours Annualised hours
Job-share Flexible shifts Compressed hours Homeworking Prefer not to say
If other, please write in: _____

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18) Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say

Where did you see this post advertised? _____

Please return your completed application form to corporateadminteam@peterlee.gov.uk or post to Peterlee Town Council, Council Offices, Shotton Hall, Peterlee, Co. Durham, SR8 2PH .