Applicant No.

(Office use only)

**Application for employment**

**Frome Town Council**

**Frome Town Hall, Christchurch St West BA11 1EB**

**Confidential**

**Please complete in black ink or type**

**Application for the post of: Business Administrator**

The information provided in this application will help us to decide whether to invite you to an interview. It is important that we are confident that you can meet at least the essential requirements listed in the Person Specification.

**Knowledge, skills and experience**

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| 1. Can you explain why you think it is important to deliver high levels of customer service and explain, with an example, your approach to doing this. |
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| 2. This job requires excellent communication and people skills. How would you describe your working style, and can you give an example where you have been pleased with the way you presented information or contributed to a positive working environment. |
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| 3. What experience do you have overseeing projects that require careful attention to detail? Do you have an example where you made a positive difference to the accuracy of information being processed and managed? |
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| 4. Part of the appeal of the role is the variety of the projects and the people you would work with. With this variety comes ongoing changes to work priorities. Could you give us an example of where you have worked in a dynamic environment where priorities can change and how do you cope with managing change? |
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| 5. Please use this section to add any other information you would like to tell us in support of your application |
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**References**

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of which should be your present/most recent employer.

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

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| Name | Address | | |
| Email address | | | |
| Relationship to you |  | Telephone number |  |

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| --- | --- | --- | --- |
| Name | Address | | |
| Email address | | | |
| Relationship to you |  | Telephone number |  |

**Declaration**

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| 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 2018 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 2018.  Signed Date |

Where did you see this post advertised (please circle)?

Indeed.co.uk / The Guardian / Frome Times / SLCC / NALC / other (please state)