

**LAWTON MEMORIAL HALL**

Liverpool Road West, Church Lawton, Stoke-on-Trent, ST7  
3DA  
Registered Charity Number 520034



**CHURCH  
LAWTON**  
Parish Council

**LAWTON MEMORIAL HALL ADMINISTRATION ASSISTANT**

**Application form**

---

**a. Your details**

Name:

Address:

Postcode:

Phone:

Email:

**b. Education and training**

Please give details:

**c. Qualifications and Relevant Training**

Please give details:

**d. Employment history**

Your current or most recent employer

Name of employer:

Address:

Postcode:

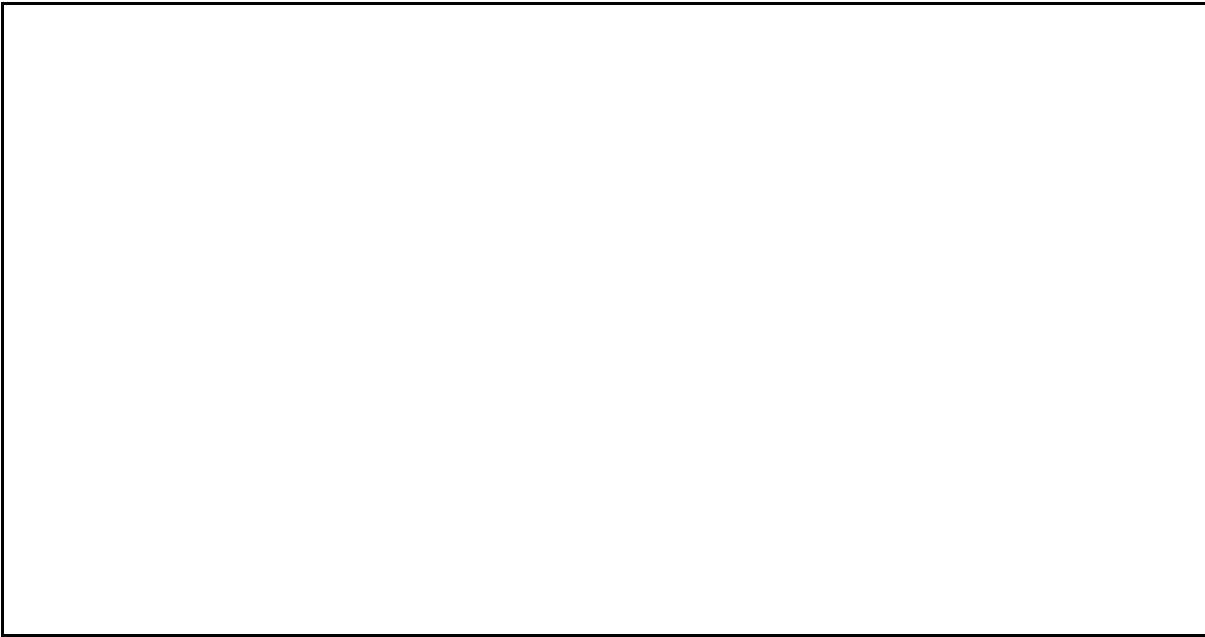
Job title:

Pay:

Length of time with employer:

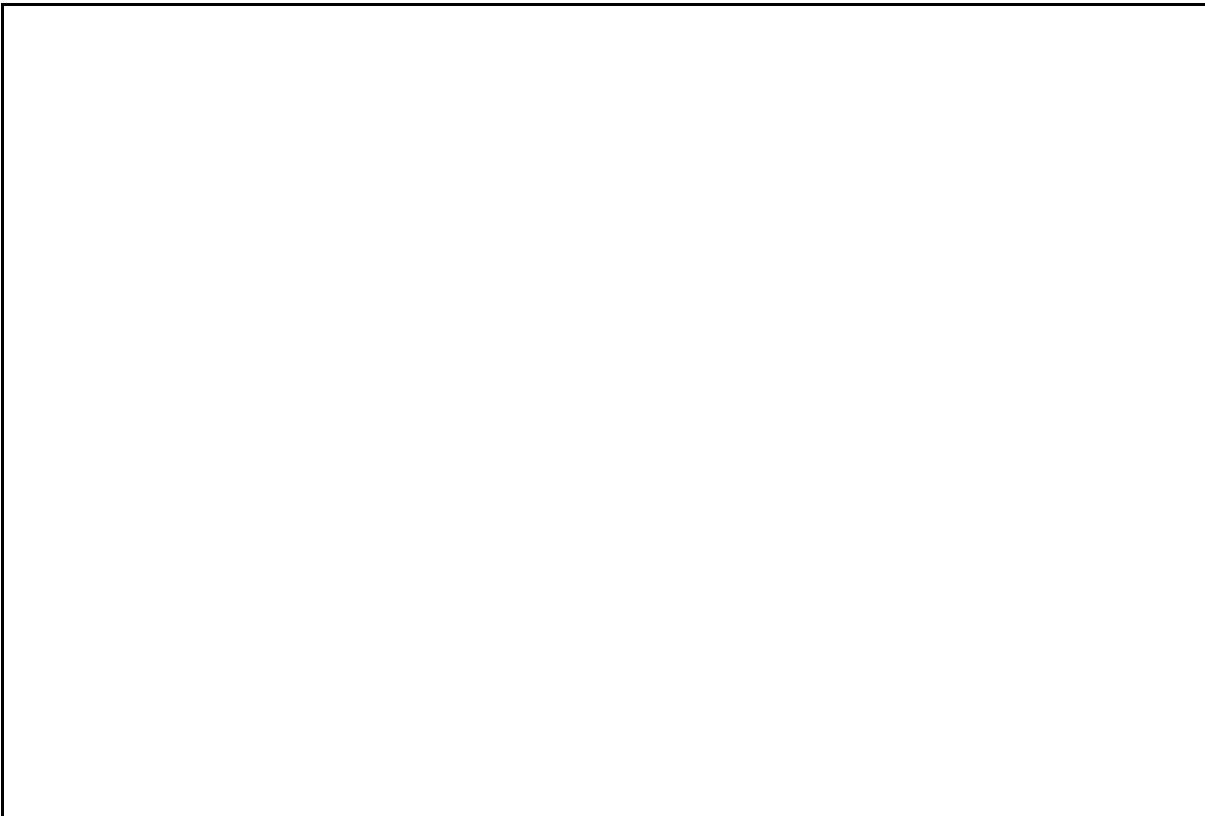
Reason for leaving if not still employed:

Duties:



**Previous employers**

Please tell us about other jobs you have done and about the skills you used or learned in those jobs. (Please continue on a separate sheet if necessary)



**e. Supporting statement**

Please tell us why you applied for this job and why you think you are the best person for the job.

Please continue on a separate sheet if required.

**f. Interview arrangements and availability**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Are there any dates when you will not be available for interview?

When would you be able to you start working for us if offered the post?

**g. Right to work in the UK**

Do you need a work permit to work in the UK? Yes / No

**h. References**

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask until we get your permission.

Referee 1

Referee 2

**i. Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

Note: Lawton Memorial Hall is an equal opportunities employer.