Launceston Town Council
Job Application Form

Post Title & Details:
Director - Lawrence House Museum Project One-year/fixed-term contract 0.8 FTE

Personal Details		Daytime telephone:		
Full name		Evening telephone:		
Address		Mobile:		
		*Full driving licence	Yes	No
		*Access to car	Yes	No
Post Code:		*Driving Licence categories		
Email Address:				

- ***Note -*** *this does not form part of the selection process but employees with necessary qualifications, may be able to drive council vehicles work for purposes.*

EDUCATION AND QUALIFICATIONS *Please give details in date order*		
From / To	School / University/ Further Education / College	Qualifications *(including grades or level of achievement)*

PREVIOUS EMPLOYMENT

Please give details in date order. If there are any time gaps, please include the reason, such as maternity/family reasons, travel etc. (use separate sheet if required)

Dates	Name & address of Organisation	Position held & summary of duties	Reason for Leaving

RELEVANT NON-QUALIFICATION COURSES ATTENDED

Organising Body	Brief Details of Course	Duration	
		From	To

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Organisation	Membership Level	Date Achieved

SUMMARY OF EXPERIENCE AND SKILLS – Personal Statement
Explain why you are interested in this role, and why now? *Look carefully at the person specification and job description and using supportive statements, describe how your knowledge, skills, experience and achievements, align with this post. Whilst previous experience is vital, it is more important to consider the future, and how these aspects underpin your understanding of the context, the challenges and the vision for the project.* *Your experience may have been acquired through voluntary work, education, home life or hobbies, as well as paid work.* *Please use the space below. The statement should be no more than 2 sides of A4/1,000 words*

EQUAL OPPORTUNITIES' STATEMENT
Launceston Town Council is an equal opportunities' employer and selection is based **only** on the criteria stated in the person specification. The council does not wish to know of any disability you may have, but should you be invited to interview, we will endeavor to support the attendance of all applicants and make any 'reasonable adjustments' as required.

GENERAL	
Do you have any other employment (including part-time or night work) which you intend to continue? *(if yes please give details)*	YES / NO
Do you have any other commitments which may limit your working hours, e.g. judicial, military or local government? *(if yes please give details)*	YES / NO
Safeguarding Statement: This role will involve working with children, young people and adults, some of whom may be vulnerable. In no more than a 100 words, explain your understanding of the key aspects of safeguarding.	

REFERENCES			
Referees should be persons not related to you, who can vouch for your work experience and character. Details of two referees are required, one of which should be from your present or last employer. Referees will not be contacted at this stage and only at the time of appointment. Please note that no offer of employment can be made without receipt of satisfactory references.			
Reference 1 (work experience)		**Reference 2 (character)**	
Name		Name	
Title/Position		Title/Position	
Address		Address	
Post Code		Post Code	
Tel Number		Tel Number	
Relationship to Applicant		Relationship to Applicant	
Email Address		Email Address	
Note - referees will not be contacted prior to interview.			

ASYLUM & IMMIGRATION ACT 1996 – Proof of Legal Right to Work in the UK

Section 8 of the Act requires employers to keep evidence of applicants' legal right to work in the UK Employment. The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. P60, passport, UK or Eire birth certificate) to confirm your eligibility to work in the UK.

Are you legally eligible for employment in the UK? YES / NO

THE DATA PROTECTION ACT 1998 (DPA)

The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. We may contact relevant third parties in order to verify certain information given in your application.
(NB References are subject to your consent).

You have a right to have your application processed manually and to appeal against any negative outcome of automated processing. Upon completion of the recruitment procedure, information on you may be stored for a period of up to six months after which it will be destroyed.

Final appointment will be made:

1. Following the council being in receipt of satisfactory references
2. Following a satisfactory health check to ensure it is safe for you to undertake the role
3. Following confirmation of the right to work in the UK
4. Following the successful completion of a 3-month mandatory probation period

DECLARATION

I declare that the above information is correct and complete and that the information provided therein gives a fair representation of my qualifications and employment history. I understand that any questions left unanswered may be discussed at interviews arising from this application. I also accept that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

I consent to it being processed (see DPA above) for the purposes of recruitment. I accept that, on appointment, I will complete a Pre-Employment Medical Form.

Signature	**Date**

PLEASE RETURN FORMS AS FOLLOWS:
By post to:
Launceston Town Council
Town Hall
Western Road
Launceston PL15 7AR
Please mark the envelope 'Confidential – LHM Application'
Or by email to:
ewan@visitlaunceston.co.uk

Closing Date:	Thursday 17 December 2026 5:00pm
Interviews:	to be confirmed for week commencing 11th January 2027
Start Date:	To be agreed with the successful candidate
	(NB: existing notice period is honoured)

For internal use only:		
Applicant Name		
Invited to interview: ☐	Not selected for interview: ☐	Not selected after interview: ☐
References taken up: ☐	Satisfactory references: yes ☐ no ☐	
Verbal offer: accepted ☐ refused ☐	Written offer made: ☐	Written acceptance received: ☐

APPLICATION FORM - ADDITIONAL SHEET IF REQUIRED

Continued			
Post		Name	
Summary of relevant experience			