



# Bradwell Parish Council

Post applied for: Assistant to the Clerk

Available Start Date:

## Job Application Form

It is important that you read the job description and person specification before completing this application form. Please complete the form fully using type or black ink. **CVs are not accepted.** Applications received after the closing date, 5pm, 23<sup>rd</sup> November 2018, will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

### Section 1 Personal details

Surname:  First Name:  Title:

Address:

Postcode:

Home Telephone No.:  National Insurance No.

Daytime Telephone No.:  Mobile Telephone No.

E-mail address:

Can we contact you at work? Yes  No

Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes  No

Do you hold a full, clean driving licence valid in the UK Yes  No

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment

### DECLARATION AND SIGNATURE:

When you have completed this form, please sign this declaration that the information provided is accurate and correct.

Signed: .....

Date: .....

By signing and returning this application form you consent to Bradwell Parish Council using and keeping the information supplied relating to your application on file. This information will be used solely in the recruitment process and will be retained for six months from the date you are informed whether you have been invited to interview or six months from the date of your interview.



### Section 3 Previous Employment

**Previous Employment:** (most recent employer first)

Name of Employer:

Address:

Postcode:

Position held:

**Summary of duties:**

**Start Date:**

**Finish Date:**

**Reason for Leaving:**

**Name of Employer:**

**Address:**

**Postcode:**

**Position held:**

**Summary of duties:**

**Start Date:**

**Finish Date:**

**Reason for Leaving:**



## Section 4 Education

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking.

<i>Names of school/college/university/training body, Subject studied, Qualification, Date gained:</i>

## Section 5 Training and Development

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the post you are applying for.

<i>Training Course</i>	<i>Date:</i>

## Section 6 I.T. Skills

Please give a brief description of packages used. Please indicate whether knowledge is basic, intermediate or advanced.

<i>Software package / program</i>	<i>Level of knowledge</i>

Please continue on a separate sheet if necessary



## Section 7 Personal Statement

Please use the space below for any additional information you wish to provide in support of your application, including why you have applied for this job, what key skills and qualities do you have that are relevant to this job and what you can bring to the role. Please show experience relevant to this role.



## Section 8 Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1975?

Yes

No

If yes, please give details / dates of offence (s) and sentence:

## Section 9 Are you applying for the permanent or temporary post?

Please specify whether it is for the temporary or permanent role that you wish to apply. If you wish to apply for both, please select "Yes" for both roles. If you fail to select "yes" for either, your application will not be considered.

I wish to apply for the PERMANENT post:

Yes

No

I wish to apply for the TEMPORARY (six months) post:

Yes

No

## Section 10 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clarify whom your references are.

### Reference 1

Name:

Position (job title):

Work relationship:

Organisation:

Address:

Postcode:

Telephone No.:

E-mail:

### Reference 2

Name:

Position (job title):

Work relationship:

Organisation:

Address:

Postcode:

Telephone No.:

E-mail:

Are you willing for this referee to be approached prior to interview?

Yes  No

Are you willing for this referee to be approached prior to interview?

Yes  No

