

ALDERWASLEY PARISH COUNCIL

Job Application Form for the post of:

Clerk and Responsible Finance Officer

Personal Details

Title/preferred form of address Mr/Mrs/Miss/Ms/Other (please give details)									
Last Name:					First Name:				
Address:					Home Phone:				
					Work Phone:				
					Mobile:				
Town:					Email:				
Postcode:									
National Insurance Number:									

Education & Qualifications

Please give details of any education received in this country or overseas and any qualifications obtained starting with the most recent first. Please use extra sheets if you need to.

Names of Schools/Colleges/ Universities attended	Qualification		Length of study/course
	Subject	Grade	

Other Training

Please give details of any other training you may have had that is relevant to the post you are applying for. Please use extra sheets if you need to.

Course Title	Length of course	Qualification (if appropriate)

Employment History

Please give details of **all** your employers both past and present, order of most recent first, including a brief description of the duties you have carried out so we can get an idea of the type of work you have done previously. **Don't forget work experience and voluntary or unpaid work.** Please use extra sheets if you need to.

Employer:	Main duties and responsibilities	
Address:		
Town:		
Postcode:		
Job Title:		
Current Salary/Wage:		
Notice Period:		
Date employed from:		
Reason for leaving:		

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Skills and Experience

Please explain how your experience, skills, knowledge and personal qualities meet the requirements in the Person Specification for the job you are applying for, using examples of how you have used skills, abilities etc, and your achievements. It is not enough just to say that you meet the criteria. Please use extra sheets if you need to.

References – you need to provide details of 2 people (not relatives) to act as referees. If you worked before or are currently working, one referee **must** be your present or last employer. References must also cover all employment in the last two years. References will only be taken up if you are successful at the selection stage.

Referee 1

Name:
Job Title:
Address:
Town:
Postcode:
Phone:
Email:
Type of Reference:
Employer ☐ Academic ☐ Personal ☐

Referee 2

Name:
Job Title:
Address:
Town:
Postcode:
Phone:
Email:
Type of Reference:
Employer ☐ Academic ☐ Personal ☐

Criminal Convictions

Having a criminal conviction will not necessarily bar you from working with us.

Generally you will only be asked to disclose any unspent convictions as defined by the Rehabilitation of Offenders Act 1974. However, certain posts are exempt from the Act and require that you disclose any conviction, caution or binding over including those that are considered spent under the Act. If the post you are applying for requires such a disclosure this will be indicated in the Person Specification.

Have you ever been convicted, cautioned or bound over, or are you waiting to hear about a criminal conviction which is not considered spent? Yes/No

If you have answered 'Yes', please give details of any UNSPENT convictions or cautions you may have.

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Eligibility to work in the UK

Nationals from the European Economic Area (EEA) or Switzerland, or non EEA nationals who hold a valid UK visa or residence permit are eligible to work in the UK (although some restrictions may apply).

Are you eligible to work in the UK? Yes/No

Further Information

Do you have a current driving licence? We only need this information if the Person Specification requires you to hold a driving licence. Yes/No

Do you consider yourself to be disabled? We need this information as all disabled applicants who meet the essential shortlisting criteria requirements are guaranteed an interview. Yes/No

To help us support you through the recruitment process, please tell us below if you require any adjustments to our processes related to a disability, for example access to translation or interpretation facilities such as sign language, Braille or large print, or submission of a DVD application

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Where did you find out about this job?

Alderwasley PC Website		Alderwasley PC noticeboard		Word of mouth	
Other					

How would you prefer to be contacted in relation to this job application? Communication by email is faster but if you don't have a regularly access email account then contact by letter would probably be more appropriate for you. Any letters or emails generated by us will be sent to the addresses submitted as part of your registration.

Email/Letter/Telephone

Please provide us of any further information that might be relevant to the selection stage, such as any days or dates when you are not available within the next 2 months.

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Are you related to any Member of Alderwasley Parish Council? Yes/No

If 'Yes' please give details below

Name of Person to whom you are related:	Relationship to you:

DECLARATION

As far as I know, the information I have given is true and complete. I authorise Alderwasley Parish Council to check any/all information I have supplied with any other agencies including Local Authorities and the Benefits Agency.

I understand that making a false declaration or any impropriety may lead to the withdrawal of any job offer made to me, or if employed may result in disciplinary action including dismissal.

I agree to you storing and using the information I have given in this application form for the above purposes.

The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form within the Parish Council for prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.

By signing below you are agreeing to the above statements.

Signature:	Date: