

Hooe Parish Council

Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	Clerk & RFO to Hooe Parish Council
Personal Details	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other)	
Address:	
Telephone numbers	Mobile:
Home:	Work:
Personal email:	
(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
Asylum and Immigration Act 1996. It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Hooe Parish Council that the Asylum and Immigration Act 1996 is being complied with.	
Do you require a work permit to work in the UK?	Yes/No
References	
Work	Work / Personal (please circle)
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Tel No:	Tel No:
Email	Email

How long have you known this person and in what capacity?	How long have you know this person and in what capacity?
Please note that referees will not be contacted prior to interviews	Please note that referees will not be contacted prior to interviews.

Present or Most Recent Employment

Name of Employer:	
Address of Employer:	
Post Code:	
Job Title:	Dates employed:
Current or final salary:	Period of notice required:

Brief outline of main responsibilities.

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

TRAINING

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes		
Institute	Level of Membership	Year of Award

Other Experience	
<i>Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.</i>	
Experience	From/To

Information in Support of Your Application

SUITABILITY FOR THE JOB Please state why you think you are suitable for this job. Enclose additional sheets if necessary

Note: We recruit solely on merit. To do this, we will seek to match the information you provide against the person specification for the job. Therefore, you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas others than paid work.

Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Hooe Parish Council’s Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position at Hooe Parish Council.

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Additional Information

Driving Licence:

Do you hold a current driving licence?
If YES, please state the type of licence you hold:

Are you a car owner?
If NO, do you have access to a car?

Do you have any current endorsements?
If YES, please specify:

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Hooe Parish Council, I consent to my personal information being held by Hooe Parish Council for the administration of my Contract of Employment.

Signed:

Date:

Name:

If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file.