

Clerk and RFO to the Council
JOB APPLICATION FORM
Private and Confidential

Please complete ALL sections in type or black ink
 Please use A4 size paper as continuation sheets as necessary

Job Details	
Post applied for:	Sherfield Park Parish Council - Clerk and RFO (part time)

Personal Details	
Family Name:	Forename(s):
Preferred title (Mr / Mrs / Miss / Ms / Dr / Other):	
Address:	
Post Code:	
Telephone (Home):	Telephone (Work):
Mobile:	Personal email:
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 Sherfield Park 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 <input type="checkbox"/> NO <input type="checkbox"/>

References	
1st Referee	2nd Referee
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:

References	
1st Referee	2nd Referee
Telephone:	Telephone:
Email:	Email:
How long have you known this person and in what capacity?:	How long have you known this person and in what capacity?:
Are you happy for us to contact this referee prior to interview?: YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you happy for us to contact this referee prior to interview?: YES <input type="checkbox"/> NO <input type="checkbox"/>

Present or Most Recent Employment			
Name & Address of Employer:			
Post Code:			
Job Title:		Dates employed:	
		From:	To:
Current or final salary: £		Period of notice required:	
Please give a brief description of your Main Responsibilities:			

Previous Employment			
Please list all previous employment in chronological order (most recent first)			
Continue on a separate A4 sheet if necessary			
Dates from / to	Name & Address of Employer	Job Title and Main Responsibilities	Reason for Leaving

Previous Employment

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Continue on a separate A4 sheet if necessary

Dates from / to	Name & Address of Employer	Job Title and 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 / to	Subjects studied / qualifications worked towards	Grades and year obtained

Training

Please include any trade / professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Training

Please include any trade / professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes / Organisations

Institute / Organisation	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training
e.g. unemployment or voluntary work

Experience	From / To

Information in Support of Your Application

If more space is needed, please continue on a separate A4 sheet

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 the Council's interviewing 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 Sherfield Park Parish Council.

Additional Information			
Driving Licence:			
Do you hold a current driving licence?:	YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you a car owner or do you have access to a car?:	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, please state the type of licence you hold:			
Do you have any current endorsements?:		YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES, please specify:			

Declaration	
<p>I declare that the information I have provided in this Application Form is true and correct.</p> <p>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.</p> <p>Data Protection:</p> <p>If I accept employment at Sherfield Park Parish Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.</p> <p>Signed: Date:</p> <p>Name:</p> <p>If this form has been completed electronically, please indicate your consent YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If you are invited for interview, please bring a signed copy of this Application Form with you</p>	

GUIDANCE NOTES FOR JOB APPLICANTS

Please complete the different sections of the application form to the best of your ability and only use additional A4 sheets when you have run out of space.

Information in Support of your Application

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the Person Specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is need, please continue on a separate A4 sheet.

References

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will not be taken up without your prior agreement.

Returning your Application

By email to : clerk@sherfieldparkparishcouncil.gov.uk

By post to : The Parish Office, Sherfield Park Parish Council, 30 Sunwood Drive, RG27 0FP
