

APPLICATION FORM

KINGSBROOK PARISH

**APPOINTMENT OF
CLERK/RESPONSIBLE FINANCIAL
OFFICER**

Kingsbrook Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form to provide the best chance of obtaining an interview. **Please complete the form in full.**

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PERSONAL DETAILS

First Name:

Surname:

Preferred Title:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

OUTSIDE INTERESTS AND NON-VOCATIONAL EXPERIENCE

Please give details of any outside interests or non-vocational experience which you feel will support your application.

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any "unspent" convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

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SECONDARY/FURTHER/HIGHER EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained plus those currently being pursued.

School, College and/or University	Dates		Subjects studied and qualifications obtained
	From	To	

Please note that you will be asked to produce evidence of your qualifications.

PROFESSIONAL INSTITUTE MEMBERSHIP

Please give details of any relevant professional or technical bodies of which you are a member.

Name of Institute/Professional Body	Level of Membership	Year of Award

TRAINING COURSES

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title and Duration	Provider	Date

CURRENT OR MOST RECENT EMPLOYMENTS

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Hours of work (if current and to be continued):

Please provide a brief description of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)

Why do you/did you wish to leave your current/most recent job (if applicable)?

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Hours of work (if current and to be continued):

Please provide a brief description of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)

Why do you/did you wish to leave your current/most recent job (if applicable)?

EMPLOYMENT HISTORY

Please list your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and main responsibilities	Reason for Leaving
	From	To		

RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

Please state below your reasons for applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Personal Specification and ensure you cover all of the criteria set out for this job role. This should included information about any period not accounted for in the section above by full time employment or education and training and if appropriate voluntary work. Please use a separate sheet if necessary and/or attach any supporting documents.

PREVENTION OF ILLEGAL WORKING

Do you require permission or a work permit to take up employment in the UK?

Yes ☐ No ☐

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes ☐ No ☐

DRIVING LICENCE

Do you hold a current driving licence? Yes ☐ No ☐

If "yes" please state type of licence you hold:

Are you a car owner or do you have access to a car? Yes ☐ No ☐

Do you have any current endorsements? Yes ☐ No ☐

If "Yes", please specify:

REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
E-mail address:	E-mail address:
Tel. No.:	Tel. No.:

References will be obtained and their authenticity checked if you are to be offered the appointment.

RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with an Elected or Co-opted Member or employee of the Council? Yes ☐ No ☐

If "yes", please give details.

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DECLARATION AND DATA PROTECTION ACT CONSENT

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Signed _____ Date _____

NOTIFICATION OF VACANCY

How did you find out about this vacancy? Advertisement ☐ Word of mouth ☐ Other ☐

If 'advertisement' in which publication or if 'other' please explain.

ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

When completed, please return the application form by **Friday 11th September 2020** to:-

info@kingsbrookpc.co.uk

Please mark the email "**Parish Clark - Confidential**"

INTERVIEW ARRANGEMENTS

It is our intention that if you are selected for interview you will be notified before the end of September. Interviews will be held during September.

Please confirm that you will be available at this time if selected for interview. Yes ☐ No ☐