

ELM PARISH COUNCIL

Parish Clerk/RFO Vacancy - Application Form

Elm Parish Council is an equal opportunities employer and your application will be judged solely on merit, irrespective of ethnic origin, race, gender, disability, age, trade union activity, marital status, religion, sexual orientation or any other protected characteristic. Please answer all the following questions honestly and truthfully and, read and sign the declaration and consents at the end of the form.

Please complete the form in black ink and use A4 size paper for any continuation sheets.

Personal Details	
SURNAME:	PREFERRED TITLE:
FORENAME(S):	
ADDRESS:	
	POST CODE
CONTACT TELEPHONE NO:	
EMAIL ADDRESS:	

Rehabilitation of Offenders Act 1974
Please provide details of any unspent convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows 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 within the Council.

Education and Qualifications		
Secondary School, College or University	Dates attended	Qualifications/Grades obtained

Training Courses

Please provide details of any relevant training courses, trade/professional training or secondments you have completed, including dates.

Present or most recent Employment

Employer:

Address:

Post Code:

Job Title:

Current/Final Salary:

Date commenced:

Leave date or Notice Period required:

Please provide details of the main duties and responsibilities of your current or most recent job. (Attach a copy of the Job Description if you wish).

Why do you wish to leave your current employment?

Employment History				
Name and Address of Employer	Employment period	Job Title	Salary	Reason for leaving

Relevant Experience and other Supporting Information
<p>The information you provide in this section is very important in assessing your application. Please give details of your knowledge, experience, skills and ability to cope with the demands of the post, relating to the requirements laid out in the Person Specification and Job Description. Continue on additional A4 sheets where necessary.</p>

Other (delete as appropriate)	
Are you eligible to work in the UK?	YES / NO
Do you require a permit to take up employment in the UK?	YES / NO
Are there any restrictions on your residing in the UK?	YES / NO
Do you hold a current driving licence?	YES / NO
Are you a car owner or do you have a vehicle at your disposal?	YES / NO
Are you related to or have any relationship with an Elected or Co-opted Member or employee of the Council?	YES / NO
If yes, provide details:	
Do you have a disability you wish us to know about at this stage?	YES / NO
If yes, provide details:	

References

Please provide details of two persons who we can contact and would be willing to provide a reference for you. One should be your most recent or current employer; if applicable.

Name:	Name:
Position:	Position:
Address:	Address:
Email address:	Email address:
Tel. No.	Tel. No.
Capacity known to you:	Capacity known to you:

Have you any objection to references being sought prior to interview? YES / NO

Declaration and Data Protection Act Consent

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

Signed Date

Data Protection Consent

I understand that the information given in this form will be processed by Council only for the purpose of considering my application and; if successful; the information will be retained in my 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 for so long as it is required in connection to the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of you personal data. Please see Council's Data Protection Policy on our website for further information. Please indicate below whether you give consent for us to collect, record and process the data you have provided.

- I give my consent.
- I wish to find out more information before I give my consent.

Signed Date