SITLINGTON PARISH COUNCIL

**APPLICATION FORM**

**Private and Confidential**

Please complete all sections in full, in **black** ink or typescript

**Personal Information**

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| Post applied for: | **Assistant Clerk** | |
| Application ref no (For official use only) |  | |
| Full Name: |  | |
| Address: |  | |
| Telephone Number (home or mobile): | | |
| Telephone Number (work): | | Can you be contacted at work? YES/NO |
| E-mail address: | | |
| Do you hold a current driving licence? (please indicate) YES / NO | | |

**Employment**

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| --- | --- | --- |
| Present/most recent employment (please indicate whether or not you are still in employed): | | |
| Name and address of current employer | Position held | Summary of duties |
|  |  |  |
| Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed) | | |
| Name and address of employer | Position(s) held | Summary of duties |
|  |  |  |

**Education**

|  |  |  |
| --- | --- | --- |
| School/college/ university/further education | Subjects studied | Results/grades |
|  |  |  |
| Professional qualifications: | | |
| Other qualifications and training relevant to this post: | | |

|  |  |
| --- | --- |
| Please use this space to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required. | |
| References:  Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees | |
| Name:  Position:  Address:  Post Code:  Telephone number:  Capacity: | Name:  Position:  Address:  Post Code:  Telephone number:  Capacity: |

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| May references be taken up prior to interview (please indicate)? YES NO |
| When would you be available to take up appointment? |

**General**

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| --- |
| Are you entitled to work in the United Kingdom? (please indicate) YES / NO |
| Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974, see explanatory notes) |
| Data protection statement |
| All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. Sitlington Parish Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of contractual necessity to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice which is on the website – [www.sitlingtonparishcouncil.gov.uk](http://www.sitlingtonparishcouncil.gov.uk) |

**Please check that all sections of the application form have been completed**

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| Declaration:  I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please return this form to Parish Office, Stevenson House, 139 Netherton Lane, Netherton, Wakefield, WF4 4HQ and clearly marked ‘PCAssistantClerk’ on the envelope.**  **Interviews will be held in the week beginning 19 November 2018. If you have not been invited for interview before Friday 9 November 2018 you should assume you have been unsuccessful in your application.** |
| FOR OFFICE USE ONLY:  Received Decision  Interview Decision |