**ALVELEY AND ROMSLEY PARISH COUNCIL**

**APPLICATION FOR EMPLOYMENT**

*Please type or complete this application form in black or blue ink.*

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| --- |
| Please return this form by **11th February 2024** to the following address:  **Isley Jakeman, Chairman of Parish Council, 19 Golden Acres, Alveley, Bridgnorth, WV15 6NJ**  Or electronically by email to:  **jakemanisley@gmail.com** |

**POST APPLIED FOR: Clerk and Responsible Financial Officer**

|  |  |  |
| --- | --- | --- |
| FIRST NAME(S): | | SURNAME: |
| ADDRESS:  POSTCODE: | | Do you have a car available for use at work?  YES NO (please circle) |
| Do you have a current driving licence?  YES NO (please circle) |
| CONTACT NO(S): |  | |
| EMAIL ADDRESS: |  | |

Are there any restrictions on your employment, e.g. do you require a work permit? **YES/NO\***

\*If you answered YES please supply details on a separate sheet of paper.

**CRIMINAL** **CONVICTIONS**

In accordance with the Rehabilitation of Offenders Act 1974, please give details of any criminal convictions, which may be relative to your application.

**RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE**

To your knowledge, are you related to any member or employee of the Council? (Please circle).

**YES NO**

If YES, please provide details:

NB: Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed, may be dismissed without notice.

**EDUCATION & TRAINING (from age 11) Please provide details of qualifications achieved**

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS**  **(Type & Subject)** | **NAME OF SCHOOL,**  **COLLEGE, UNIVERSITY.** | **GRADE / LEVEL ATTAINED** |
|  |  |  |

**TRAINING**

Please give details of any training you may have undertaken which may be relevant to the post applied for:

**MEMBERSHIP OF PROFESSIONAL BODY**

|  |  |  |
| --- | --- | --- |
| **NAME OF PROFESSIONAL BODY** | **LEVEL OF MEMBERSHIP** | **DATE ACHIEVED MM/YY** |
|  |  |  |

**WORK HISTORY**

**PRESENT EMPLOYER:**

|  |  |  |
| --- | --- | --- |
| **NAME & ADDRESS OF EMPLOYER** | **POSITION HELD & BRIEF OUTLINE OF DUTIES** | **PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING** |
|  |  |  |

**PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.**

|  |  |  |
| --- | --- | --- |
| **NAME & ADDRESS OF EMPLOYER** | **POSITION HELD & BRIEF OUTLINE OF DUTIES** | **PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING** |
|  |  |  |

**Continue on a separate sheet if necessary.**

**Please tell us why you consider you are a suitable candidate for this appointment.**

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure you state your skills and experience in relation to the main duties and responsibilities in the Job Description and the key criteria in the Person Specification. (Continue on a separate sheet if necessary.)

**C**

**If you have a disability please tell us about any adjustments we may need to make to assist you with the selection process:**

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|  |

**REFERENCES**

Two references are required both of whom should be able to comment on your work/career background. Please include your most recent employer.

|  |  |
| --- | --- |
| **FIRST REFEREE** | **SECOND REFEREE:** |
| NAME: | NAME: |
| ADDRESS: | ADDRESS: |
| TEL NO: | TEL NO: |
| EMAIL: |  |
| How long have they known you? | How long have they known you? |
| In what capacity? | In what capacity? |
| Can the person be contacted prior to interview?  YES NO | Can the person be contacted prior to interview?  YES NO |
| Notice to be given to terminate present employment? | Please indicate where you saw the advertisement for the post: |
| I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. I understand that if I have provided false or misleading information in response to any questions on this form, or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.  SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **CVs alone will not be accepted**  The completed application form must be returned by:  **11th February 2024** to  **Isley Jakeman, Chairman of Parish Council, 19 Golden Acres, Alveley, Bridgnorth, WV15 6NJ**  Or electronically by email to:  **jakemanisley@gmail.com**  Interviews will be held week commencing 26th February 2024. | |