

Application for Employment		For office use only
Post Applied For:	Parish Clerk & Responsible Financial Officer	
Closing Date:	Monday 30th September 2024	
DATA PROTECTION		
How we will use your information:		
Berrynarbor Parish Council will use the information given by you to provide you with the service requested.		
I consent to the use and processing by Berrynarbor Parish Council of all information I have supplied or may in the future supply in connection with my application for employment, with the exception of the information supplied on the equal opportunities monitoring form. I agree that the information supplied on the equal opportunities monitoring form may be used and processed by Berrynarbor Parish Council for the purpose of monitoring in line with its duty under the Equality Act.		
I am aware that information will be held on the Council's database and destroyed after 12 months if I am not successful in my application. I am aware that if I am the successful applicant my application details along with the equal opportunities monitoring form will be retained on my personnel file and relevant information will be taken from the forms and used as part of my computerised personnel record.		
DECLARATION		
You must sign and date this form:		
I certify that the information that I have stated on this application form is, to the best of my knowledge, true accurate and complete. I accept that these details will be checked at interview by providing documentary evidence (e.g. qualifications, right to work in the UK), by obtaining references and by contacting previous employers with my prior consent.		
I acknowledge that any canvassing, directly or indirectly will disqualify my application. It is also understood that any false statements or the withholding of relevant information may result in the withdrawal of any offer of appointment or the termination of employment as appropriate.		
Signed:	Date:	
_____	_____	

Please complete this form in full using black ink.

The decision to shortlist will be based solely on the information provided in this application. Additional information should be limited to one sheet of A4.

PART 1

3. ADDITIONAL INFORMATION

1. PERSONAL INFORMATION		INTERNAL CANDIDATE: YES/NO
Surname: _____	Forenames: _____	Previous Surname: _____ (Referees or qualifications may use your previous name)
Mr/Mrs/Ms/Other		
Permanent address and postcode: _____ _____		National Insurance Number: _____
Telephone Numbers: Home: _____ Work: _____ Mobile: _____ Email address: _____		Are you eligible to work in the UK? YES/NO Do you require a work permit? YES/NO What documentation can you provide to demonstrate your eligibility to work in the UK? _____
<p>Are you related to any elected member or employee of Berrynarbor Parish Council? YES/ NO If yes please give details:</p>		
<p>2. REFERENCES: Please give details of the names and addresses of two referees. One must be your present or most recent employer and the second should be your previous employer. If you have only worked for one employer then please give details of a second referee who can provide a character reference, such as a school or college tutor. We cannot accept relatives as referees. Referees will not be approached before an offer of employment is made if indicated below.</p>		
Name:	Name:	
Address:	Address:	
Email address:	Email address:	
Telephone Number:	Telephone Number:	
Capacity known to you:	Capacity known to you:	
May we contact before interview? YES/NO	May we contact before interview? YES/NO	

Rehabilitation of Offenders Act 1974 (see guidance notes)

Do you have any convictions not spent under the rehabilitation of Offenders Act 1974? YES/ NO
If yes, please give details.

Where did you learn about this post?

Please state any dates that you are unavailable for interview:
(we cannot agree to avoid these dates but will try to do so)

Please declare any work or activities that you are undertaking which may result in a conflict of interest for the position that you are applying for:

PART 2

5. CURRENT OR MOST RECENT EMPLOYMENT

Name and Address of Employer:	Job Title:
	Salary:
	Dates Employed:
	Period of Notice/Available to start:
	Reason for leaving:

Main duties/responsibilities:

6. PREVIOUS EMPLOYMENT INCLUDING RELEVANT VOLUNTARY WORK (most recent employer first)

Position held	Employer's Name & Location	Date from	Date To	Salary

7. OTHER SKILLS (e.g. Languages Spoken, Computer Skills)

Skill	Level of Competence (IT skills please state packages familiar with)

8. SUPPORTING STATEMENT (Please give your reasons for applying. Please read the job description and person specification. Show how your knowledge, skills and experience meet the requirements of the job). Please note that CV's should not be attached.

Please return this form, marked Confidential, along with the Equality Opportunities Monitoring form to:
Mrs V Woodhouse, Parish Clerk clerk@berrynarborparishcouncil.org.uk by Monday 30th September 2024.