



## APPLICATION FORM

Please use black ink/print when completing this form

1.

Application for  
the post of:

2.

Last  
Name

First Names

Title

Any Previous Last Names

Address

Post Code:

Daytime tel. no.

Evening tel. no.

Email:

### 3. Education (Secondary, Further / Higher)

Establishment (name and town)	From	To	Qualifications / Grade / Date awarded

### 4. Job related training (include membership of professional institutes, vocational and non-vocational courses)

Institute / Courses studied	From	To	Standard or level achieved and date awarded

**5. Employment history**

If this is going to be your first job after leaving school or college you may like to give details of any holiday, weekend, evening jobs or work experience placements

<b>Current employer</b>			
Employer's name/dept			
Address			
		Postcode	
Post held		Date appointed	
Salary		Grade (if applicable)	
Other allowances			
Notice period			

**Previous experience (most recent employer first). Please include details of gaps in employment here.**

Employer's name and type of business	Post held	Date				Reason for leaving
		From Month	Year	To Month	Year	

**6. Reasons for applying for this post**

**7. Statement in support of application**

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

**8. References**

Please give details below of two people who can provide information that will confirm your suitability for this post.

**Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought, if applicable, after interview.

Name  Position

Address  Postcode:

Daytime tel. no.  Email:

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Name  Position

Address  Postcode

Daytime tel. no.  Email:

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**9. Where did you see the advertisement for this post?**

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**10. Further information and declaration**

Do you hold a full UK driving licence? YES  NO

Would you have use of a car for work? YES  NO

Would you require sponsorship (previously a work permit) to take up this post YES  NO

National insurance number

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a Parish Councillor, or employee of the Parish Council. **YES/NO**

If YES, please state the nature of the relationship and the name of the Parish Councillor or employee of the Parish Council:

I understand that if I am appointed, personal information about me will be computerised for personnel / employee administrative purposes including analysis for management purposes and statutory returns.

In signing this form I give my authority for use of my personal data for these purposes.

I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate

Date

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*November 2017*