Branston & Mere Parish Council

Application Form

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| Post Applied For : |

**Section 1 - About You:**

Surname: Forename(s): Title:

Previous Names:

Home Address:

Preferred contact number: Alternative number:

E-mail:

Have you the right to work in the UK? Yes / No

Any offer of employment will be subject to proof of eligibility to work in the UK.

Do you have any access requirements for interview? Yes / No

If yes, please specify:

Have you ever been convicted of a criminal offence? Yes / No

Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’

Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not ‘spent’.

Are you related to any councillor or employee of Branston & Mere Parish Council? Yes / No

If yes, please give details:

Do you have use of a car? Yes / No

Do you hold a clean, current driving licence? Yes / No

**Section 2 – Employment History:**

**References**.

Name, address & telephone number of two professional referees:

1. 2.

Position: Position:

A reference from your present employer will be required but we will not approach them before making a formal offer of employment.

**Current or most recent employer:**

Name:

Address:

Job title:

Period of employment:

Period of notice required:

Reason for leaving:

Please outline your main duties:

**All Previous Employment** – Paid or voluntary. (List most recent first)

Please explain any gaps in employment history.

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| --- | --- | --- | --- | --- |
| Dates | Employer | Job Title | Summary of duties | Reason for leaving. |
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Continue a separate sheet if needed.

**Section 3 – Education & Qualifications:**

**Qualifications.**

Dates From and To School/College/University Qualifications

**Courses attended** – professional & vocational:

**Other relevant** **Training, Skills, or Experience**:

**Section 4 - Personal Statement:**

Before completing this section, please read the person specification and job description. Use continuation sheets if necessary, ensuring that additional sheets are clearly numbered.

**Please give your reasons for applying for this post.**

**How do you compare with the requirements of the post?**

Please refer to the job description and person specification and provide evidence in support of your application, focusing on how you meet the essential and desirable requirements of the post.

**Section 5 – Declaration:**

***I hereby declare that to the best of my knowledge the information provided is true, complete, and correct. I understand that any false statement or omission could lead to dismissal if appointed to this post.***

***I understand that I will be privy to confidential information whilst working for Branston & Mere Parish Council and confirm that I will treat such information with discretion and in accordance with the General Data Protection Regulations 2018.***

**Signature: ………………………………………………………………….**

**Date : ……………………………………………………………………….**

All information provided on this form will be dealt with in accordance with the General Data Protection Regulation 2018. All personal information will only be used for the purpose of recruitment and will only be retained for administration purposes if appointed.