Job Application form

Personal information (confidential)

Application for employment					
Position applied for: **Parish Clerk & Responsible Financial Officer**					
Personal Details					
Title:					
Full Name:					
Address:					
Email:					
Telephone (Landline):					
Telephone (Mobile):					
Do you hold a current driving licence?	Yes		No		
Do you have a current right to work in the UK?	Yes		No		
If no, please provide details.					
Education and Qualifications					
Please provide your education history here:					
Schools/Colleges/University			Qualifications Gained		
_____			_____		
_____			_____		
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Employment History		
Name of Employer	Job title and main duties	Date of departure and reason for leaving
Please note here any other employment that you would continue with if you were to be successful in obtaining this role and the hours worked per week:		
Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:		
Personal development		
Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:		

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 note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references	
1.	2.
May reference be taken up prior to interview (please indicate)? YES NO	
When would you be available to take up appointment?	

General

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise 'protected', under the Rehabilitation of Offenders Act 1974.

Data protection statement

All of 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, and by the referees you have noted, for recruitment purposes only. The 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 *[insert lawful basis]* 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 for job applicants which is *[delete as appropriate – attached to this form/located at [insert details]].*

Declaration
I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Council being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).
Signed:
Date:
You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.
Please return this form to *insert who to via e-mail* to: clerk@bagbyandbalk-pc.gov.uk **Applications will be reviewed as they are received. We reserve the right to close this vacancy early if a suitable candidate is found. Early application is advised.**