
DARLEY AND MENWITH PARISH COUNCIL

APPLICATION FORM FOR POST OF CLERK TO THE COUNCIL

Private and Confidential

Please complete all sections in full, in **black** ink or typescript

Personal information

Full Name:		
Address:		
Telephone Number (home or mobile):		
Telephone Number (work):		
Can you be contacted at work?	YES/NO	
E-mail address:		

Employment

Present/most recent employment: (Please indicate whether or not you are still in employment, and whether full or part-time)		
Name and address of employer	Position held and start date	Summary of duties
Previous employment (please give your latest employment first). Continue on a separate sheet of paper if needed)		
Name and address of employer	Position(s) held & dates	Summary of duties

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Education

School/college/ university/further education:	Subjects studied:	Results/grades:

Professional qualifications:

Other qualifications and training relevant to this post:

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General

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.

Are you entitled to work in the United Kingdom?	YES	NO
Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974, see explanatory notes).		

May references be taken up prior to interview (please indicate)?	YES	NO
When would you be available to take up appointment?		

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Any information given may be retained on computer or in our records. It will be used by the Council for the specific purposes for which it was collected and any other relevant Council purposes. It will not be exchanged or sold to any third party. Anonymised information may be used for statistical purposes
Asylum and Immigration Act 1996: Under Section 8 of the above Act, before appointing an employee, the Council has an obligation to check that they have permission to live and work in the U.K. If you are shortlisted for interview, you will be required to bring with you one of the documents specified by the Act for this purpose. Full details will be provided to shortlisted candidates at the appropriate time.

Declaration:

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signed:

Date:

**Please return this form to Darley & Menwith Parish Council,
c/o Mrs S Welch, Chairman of the Council, Green Acres, Darley HG3 2RP
or e-mail chairman@darleyparishcouncil.org.uk by noon on 10th January 2019.
Interviews are expected to be held soon after that date. If you have not been invited to
interview within 2 weeks, you may assume that your application has been unsuccessful.**

FOR OFFICE USE ONLY:

Received	<input type="text"/>	Decision	<input type="text"/>
Interview	<input type="text"/>	Decision	<input type="text"/>

References:

Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Capacity:	Capacity:

Please check that all sections of this application form have been completed.