

Brigstock Parish Council

Application for Employment

Private and Confidential

Return this form via email to:	Reference Number:
morellohouse@btinternet.com	BPC1
Position Applied for:	Closing Date
Parish Clerk & Responsible Financial Officer	27 th January 2023

Brigstock Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form to provide the best chance of obtaining an interview. If you require any assistance, please contact Nigel Searle 01536 373672

Personal Details	
Name	Title:
	Forename(s):
	Surname:
Contact Information	Address:
	Post Code:
	Email:
	Tel No. (Home):
	Tel No. (Mobile)
	N.I Number:

Current Driving Licence	
Yes:	No:
Groups:	
Expiry Date:	
Details of Endorsement(s):	

Are there any restrictions on you taking up Employment in the UK?

Yes:

No:

If Yes, Please Provide Details:

Education (please complete in full and use a separate sheet if necessary)

	Schools/College/University Names	Qualifications Gained

Employment History (please complete in full and use a separate sheet if necessary) Please explain any gaps in dates.

Last Employment	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Reason for Leaving:
Notice Period:	
Current Employment	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Reason for Leaving:

Current Membership of Professional bodies

Please note any professional bodies you are a member or registered with:

Other Employment

Please note any other employment that you would continue with if you were to be successful in obtaining the position:

Leisure

Please note here your leisure interests, sports and hobbies, other pastimes, etc.:

References (please note here two persons from whom we may obtain both character and work references)

Reference #1

Title:

Forename(s):

Surname:

Address:

Post Code:

Contact No.

Position Held

May we approach the above prior to interview?

Yes

No

Reference #2

Title:

Forename(s):

Surname:

Address:

Post Code:

Contact No.

Position Held

May we approach the above prior to interview?

Yes

No

General Comments

Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification).

Criminal Record

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. (Not motoring offences such as speeding, parking etc)

Declaration (please read this carefully before signing this application)

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise, this form will only be retained by the Council for so long as it is required in connection with the application.

Signed:		Date:	
---------	--	-------	--