

CRICH PARISH COUNCIL

APPLICATION FOR EMPLOYMENT

We advise you to refer to the Person Specification & Role Description when completing this form.

Crich Parish Council is committed to promoting a diverse and inclusive community and will not discriminate on the grounds of race, sex, gender, sexual orientation, age, religion or belief, disability, marriage and civil partnership, gender re-assignment, pregnancy or maternity, or trade-union membership as an employer.

Section 1. Vacancy details

Position applied for: **Clerk & Responsible Financial Officer (RFO)**

Section 2. Employment

Present/most recent employer:

Employer's address:

Post code:

Dates employed:

Role title:

Main responsibilities held:

What period of notice is required by your current employer?

Previous employers. Please list all previous employers **in the last 5 years** starting with the most recent. You should explain any gaps in employment. **Continue on a separate sheet, if necessary.**

<i>Employer (Name and Full Address)</i>	<i>Position held & main responsibilities</i>	<i>Dates employed</i>	<i>Reason for leaving</i>

Other relevant work, eg voluntary, unpaid work, community work.

<i>Dates</i>	<i>Nature of activity</i>


Section 4. Personal details

Surname	Title (Mr/Mrs/Ms/Dr)
First names	Known as
Address	Home ☎
	Mobile ☎
Post Code	E-mail
Preferred contact telephone number	<input type="checkbox"/> Home <input type="checkbox"/> Mobile
Do you require a work permit to work in the UK? <i>(If yes, please provide the following information)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of permit	Date of expiry
Place of Issue	

Section 5. References

Please give details of two employment referees. One should be your current or most recent employer. Reference will only be requested should a role offer be made.

1. Name	Position
Company/organisation	Relationship to you
Address	
Postcode	E-mail
☎	

2. Name	Position
Company/organisation	Relationship to you
Address	
Postcode	E-mail
	

Section 6. Experience and skills required by Person Specification

Shortlisting and selection will be based on the criteria set out in the accompanying person specification.

Please demonstrate how you satisfy all points in the person specification in the order they are listed, drawing on your personal and work experience, education and training. (Please continue on additional sheets, if necessary.)

Section 7. Data Protection & Declaration

Data Protection Act 1998

Any data about you will be held in secure conditions with access restrictions. Data will also be used for employment monitoring purposes however all data will be reported anonymously. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record.

I declare that the information contained in this application is complete and correct. I understand that, if I have knowingly provided false information, or directly or indirectly canvassed a member of the Council or staff in support of my application, I may be disqualified or dismissed after appointment.

I consent to the use of this information as outlined above

Signature _____

Date _____

Print name _____

Please return this form to:

C Jennings – Clerk & RFO
Crich Parish Council
Glebe Field Centre
Glebe Field Close
Crich
Derbyshire
DE4 5EU

E-mail: clerk@crich-pc.gov.uk