

SPARSHOLT PARISH COUNCIL

Application form

For Responsible Financial Officer and Parish Clerk

Closing date: 18th October 2024

Please complete all sections of this form fully using black ink or type. C.V's are not accepted without a completed application form. Applications received after the closing date will not normally be considered.

The information you supply on this form will be treated in confidence

Section 1 Personal details

Your details

Full Name:

Address:

Postcode:

Phone Landline:

Mobile:

Email:

Section 2 Education and training

Please give details: School, University, Qualification, Grade, Date obtained

Section 3 Employment History

Your **current** or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

Duties:

(continue on a separate sheet if necessary)

Previous employers

Please tell us about other jobs you have done Please cover the last 10 years and state nature of business (continue on a separate sheet if necessary)

Name of Employer:
Address:

Date to and From:
Position Held:
Summary of duties:

Reason for leaving:

Name of Employer:
Address:

Date to and From:
Position Held:
Summary of duties:

Reason for leaving:

Name of Employer:
Address:

Date to and From:
Position Held:
Summary of duties:

Reason for leaving:

Section 4 Personal Statement

Please tell us why you applied for this job and why you think you could successfully carry out the duties of the post. (Refer to the personal specification and job description)

(continue on a separate sheet if necessary)

Section 5 Right to work in the UK

Asylum and Immigration Act 1996.

Do you need a work permit to work in the UK? **Yes / No**

If you are offered this job, confirmation of your appointment will be subject to you providing a document issued by either a previous employer, the Inland Revenue, the DSS or the Employment Service confirming your National Insurance Number. If you do not have a National Insurance Number, you will need to supply some other appropriate document confirming that you are eligible to live and work in the United Kingdom.

Section 6 Rehabilitation of Offenders Act

Do you have any unspent convictions as defined by the rehabilitation of offenders' act 1974 or as amended by the legal aid sentencing and punishment of offenders' act 2012? **YES/NO**

If yes please give details/date of offence (s) and sentence:

Section 7 References

Please give the names and contact details of two people who we can ask to give you a reference. One referee should be your current or most recent employer. Referees will not be contacted without your approval.

Referee 1

Name:

Organisation:

Job Title:

Address:

Email:

Telephone:

May we contact prior to interview. YES/NO

Referee 2

Name:
Organisation:
Job Title:
Address:
Email:
Telephone:
May we contact prior to interview. YES/NO

Section 8 Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

If you have any additional needs or requirements for you to be able to attend an interview, please details below.

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When can you start working for us?

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Section 9 Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

Please return the completed application form to:
The Chair
Sparsholt Parish Council

by email to: chair@sparsholtparish.org