

Awbridge Parish Council

www.awbridgepc.org.uk

Application For Employment

Post Applied For	Closing Date	Interview
Clerk/Responsible Finance Officer		

Please complete this form fully in black ink or type. CVs will not be accepted. Applications received after the closing date will not normally be considered. The information you provide in this form will be treated in confidence and will be used solely in the recruitment process. If you are unsuccessful your application form will be safely disposed of under the terms of the UK General Data Protection Regulation

PERSONAL DETAILS

Surname	
First Name(s)	
Address 1	
Address 2	
Address 3	
Postcode	
Telephone	
Email	

Do you hold a full clean driving licence?

Yes

☐

No

☐

Do you need a permit to work in the UK

Yes

☐

No

☐

Please note: If you are successful, you will be required to provide relevant evidence of your qualifications, training and right to take up work in the UK prior to your appointment.

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CURRENT OR MOST RECENT EMPLOYMENT

Name of employer	
Address 1	
Address 2	
Address 3	
Postcode	
Post title	
Dates of employment	
Period of notice required	

BRIEF DESCRIPTION OF DUTIES

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PREVIOUS EMPLOYMENT (During the past ten years)

Name of employer	
Address 1	
Address 2	
Postcode	
Post title	
Duties	
Dates of employment	
Name of employer	
Address 1	
Address 2	
Postcode	
Post title	
Duties	
Dates of employment	

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EDUCATION AND TRAINING

Please list any educational or vocational qualifications

Issuing organisation	Course name	Qualification obtained

INFORMATION IN SUPPORT OF YOUR APPLICATION

Information in Support of your Application Please use this section to explain how you meet the criteria of the Person Specification and Job Description. (Continue on a separate sheet if required).

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REFERENCES

Please give details of two people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission if you are the successful candidate.

Name	
Organisation	
Address including postcode	
Post title (If applicable)	
Email or telephone	
Name	
Organisation	
Address including postcode	
Post title (If applicable)	
Email or telephone	

INTERVIEW ARRANGEMENTS AND AVAILABILITY

Are there any dates when you will not be available for interview in the next six weeks?

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If successful, when would you be able to start working for us?

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EQUAL OPPORTUNITIES

Awbridge Parish Council is striving to be an equal opportunities employer.

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

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DECLARATION

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

Name	
Signature	
Date	

RETURNING YOUR COMPLETED APPLICATION FORM

By post

Clerk to the Council
 Awbridge Parish Council
 16 Rockram Close
 Bartley
 Southampton
 SO40 2SA

Please mark your envelope "Private and Confidential"

By Email

Clerk@awbridgepc.org.uk