**This form should be completed in black ink or typewritten**

**Information supplied on this form will be treated as STRICTLY CONFIDENTIAL**

**APPLICATION FOR APPOINTMENT AS**

1. **PERSONAL DETAILS**

|  |
| --- |
| Surname  First names (in full)  Present address    Postcode  Mobile number Telephone number  National Insurance Number E-mail address |

1. **EDUCATION POST AGE 16**

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary School, College, University | Full or Part-Time | From  Month /Year | To  Month /Year |
|  |  |  |  |
|  |  |  |  |

1. **QUALIFICATIONS**

Qualifications obtained (School examinations, City & Guilds, NVQ’s, degrees, diplomas, professional examinations etc. NOTE. Verification of Qualifications will be required from shortlisted applicants at interview.

|  |  |  |
| --- | --- | --- |
| Qualification  With level or class | Awarded by | Period of study  and date of award |
|  |  |  |
|  |  |  |

1. **MEMBERSHIP OF PROFESSIONAL BODIES** (if applicable)

|  |  |  |
| --- | --- | --- |
| Name of body | Purpose | Date Joined |
|  |  |  |

1. **PRESENT EMPLOYMENT**

|  |
| --- |
| Employer's name Position held  Address Date appointed  Present Salary  Work Telephone Number Postcode Department (if applicable)  Earliest date on which you could take up this appointment |

1. **PREVIOUS EMPLOYMENT**

Please list your full working history since leaving education showing your most recent employment first including any gaps as failure to do so may prevent us from shortlisting you. Please continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer's name and address | Position held | From  Month /Year | To  Month /Year | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please attach a copy of your current / most recent job description if available.

1. **FURTHER INFORMATION**

Please provide details of your relevant experience in relation to the advertised post; training courses you have attended; and any unpaid work, for example: in the voluntary sector, by which you have obtained relevant experience or skills. (Continue on a separate sheet if necessary.)

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1. **REFERENCES**

Please provide details of two referees who can comment on your professionalism / work ability, one of whom should be your present or most recent employer or teacher.

The Council reserves the right to take up references from any past employer.

|  |  |
| --- | --- |
| 1. Present or most recent employer or teacher | 1. Second referee |
| Name  Position  Address      Postcode    Office Telephone Number  E-mail address | Name  Position  Address      Postcode    Office Telephone Number  E-mail address |

References will normally be taken up for shortlisted applicants before interview. Please tick the appropriate box/es if this is not convenient.

Referee a) Referee b)

1. **REASONS FOR APPLYING FOR THIS POST**

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| --- |
|  |

1. **LEISURE ACTIVITIES** (please include membership of clubs and societies)

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| --- |
|  |

1. **MISCELLANEOUS**

|  |  |  |
| --- | --- | --- |
| Are you related to, or the partner of, any member or employee of Horndean Parish Council? | Yes | No |

|  |  |
| --- | --- |
| If yes please give the name of the person  and your relationship to them |  |

Where did you see this job advertised?

1. **REHABILITATION OF OFFENDERS**

|  |  |  |
| --- | --- | --- |
| Have you any convictions which are not regarded as “spent” under the Rehabilitation of Offenders Act 1974? | Yes | No |

If “Yes”, please describe the offence and date of conviction

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Are you currently the subject of any criminal proceedings or convictions? | Yes | No |

If “Yes”, please state the offence

|  |
| --- |
|  |

Failure to disclose any convictions which are not “spent” may render you liable to dismissal if appointed.

I consent to the recording and processing of information on this form or otherwise collected about me for the purposes of considering me for employment. I consent to the Council disclosing all such data to the relevant government departments and agencies, the Disclosure and Barring Service and other appropriate organisations for the purposes of assessing my application, detection of fraud or for the purposes of collection and analysis of statistical data. I acknowledge that the information on this form will be used in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. I confirm that the information on this form is correct and complete to the best of my knowledge and belief, and understand that incorrect or misleading information may invalidate any offer or employment or render me liable to disciplinary action.

Signature of Applicant Date

Please send this form, duly signed, to:

Job Applications

Horndean Parish Council Office

Jubilee Hall

Crouch Lane

Horndean

PO8 9SU

Email: [**sarah.guy@horndeanpc-hants.gov.uk**](mailto:sarah.guy@horndeanpc-hants.gov.uk)