



# Stanway

## Parish Council

Parish Clerk: David Lines  
 Victory Hall, Villa Road,  
 Stanway, Essex CO3 0RH  
 P: 01206 542221  
 E: [clerk@stanwaypc.org.uk](mailto:clerk@stanwaypc.org.uk)

### Employment Application Form

(all information on this form will be kept confidential and destroyed once the recruitment process is completed)

<b>Position applied for:</b> Deputy Parish Clerk and Deputy Responsible Financial Officer	<b>Final date for application.</b> Friday 31 <sup>st</sup> January 2020 (5.00 pm)
Full Name:	
Address:	Telephone:
Post Code:	Email:

<b>Important Information</b>	Please state YES /NO
Do you require a work permit to take up employment in the UK?	
Do you hold a current, clean UK driving licence?	

<b>Education and other qualifications</b>		<b>Secondary level onwards</b>
Year from/to	School, College or University	Qualifications gained



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**Please give your reasons for applying for this post, a description of what attributes you can offer the Council and where you feel you will make a positive contribution to the functioning of the Council.**

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Please supply information about your other interests and experience that you may have which you feel will support your application – for example, any membership of professional bodies or any voluntary sector experience.

### REFERENCES

Please provide the names and addresses of two referees. Ideally, one of them should be your current / most recent employer

Referee 1

Referee 2

Name:

Name:

Address:

Address:

Position:

Position:

When may we approach them for a reference?  
**Before / after interview?**

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<b>DECLARATION</b>	<b>I apply for the above position and confirm that this is a true and complete record.</b>  <i>Please note that any inaccurate, incomplete or misleading information provided on this application form or at interview may be grounds for immediate dismissal if the applicant is successful in his/her application and takes up employment with the Parish Council.</i>
<b>Date:</b>	<b>Signature:</b>  <i>N.B. If this application form is completed electronically, this page must be scanned to capture the hand-written signature of the applicant and then may be returned with the rest of the application form by email.</i>

Please return this completed application form, along with any other relevant or requested information to:

The Parish Clerk  
Stanway Parish Council,  
Victory Hall,  
Villa Road,  
Stanway,  
Essex CO3 0RH

Or by email to [clerk@stanwaypc.org.uk](mailto:clerk@stanwaypc.org.uk)

All correspondence must be marked "CONFIDENTIAL"