**Employment Application Form**

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

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| **Position applied for:**  Deputy Clerk/Deputy Responsible Financial Officer (RFO) | **Final date for application.**  Friday 3rd December 2021 (by 5pm) |
| Full Name: |  |
| Address:  Post Code: | Telephone:  Email: |

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| **Important Information** | 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? |  |

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| **Education and other qualifications** | | **Secondary level onwards** |  |
| **Year from/to** | **School, College or University** | **Qualifications gained** | |
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| **EMPLOYMENT RECORD** | | **Please list all employment in chronological order,**  **starting with your most recent position** |  |  |
| **Date from/to** | **Position held/summary of duties** | | **Name and address of employer** | **Reason for leaving** |
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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.** |
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| **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?** | When may we approach them for a reference?  **Before / after interview?** |

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| **DECLARATION** | **I apply for the above position and confirm that this is a true and complete record.**  *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.* |
| **Date:** | **Signature:**  *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.* |

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

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

Or, by post, to

The Parish Clerk

Stanway Parish Council,

Victory Hall,

Villa Road,

Stanway,

Essex CO3 0RH

All correspondence must be marked “CONFIDENTIAL”