OXENHOPE PARISH COUNCIL

**APPLICATION FORM**

**Private and Confidential**

Please complete all sections in full, in **black** ink or typescript

**Personal information**

|  |  |  |
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| Post applied for: | **Clerk to the Parish Council & Responsible Financial Officer** | |
| Full Name: |  | |
| Address: |  | |
| Telephone Number (home or mobile): | | |
| Telephone Number (work): | | Can you be contacted at work? YES/NO |
| E-mail address (optional): | |  |

**Employment**

|  |  |  |
| --- | --- | --- |
| Present/most recent employment:  (please indicate whether or not you are still in employed) | | |
| Name and address of employer | Position held | Summary of duties |
|  |  |  |
| Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed) | | |
| Name and address of employer | Position(s) held | Summary of duties |
|  |  |  |

**Education**

|  |  |  |
| --- | --- | --- |
| School/college/ university/further education | Subjects studies | Results/grades |
|  |  |  |

|  |
| --- |
| Professional qualifications: |
| Other qualifications and training relevant to this post: |

Please use this space and overleaf to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet if necessary. **You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.**

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**General**

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| Are you entitled to work in the United Kingdom? |
| Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974, see explanatory notes). |
|  |

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| --- |
| May references be taken up prior to interview (please indicate)? YES NO |
| When would you be available to take up appointment? |

**Please check that all sections of this application form have been completed.**

|  |  |
| --- | --- |
| References:  Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees**.** | |
| Name:  Position:  Address:  Post Code:  Telephone number:  Capacity: | Name:  Position:  Address:  Post Code:  Telephone number:  Capacity: |

|  |
| --- |
| Any information given may be retained on computer or in our records. It will be used by the Council for the specific purposes for which it was collected and any other relevant Council purposes. It will not be exchanged or sold to any third party. Anonymised information may be used for statistical purposes  Asylum and Immigration Act 1996: Under Section 8 of the above Act, before appointing an employee, the Council has an obligation to check that they have permission to live and work in the U.K. If you are shortlisted for interview, you will be required to bring with you one of the documents specified by the Act for this purpose. Full details will be provided to shortlisted candidates at the appropriate time.  Declaration:  I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.  Signed: ……………………………………………… Date: ……………………….. |
| **Please return this form to Oxenhope Parish Council, c/o 8 West Drive, Oxenhope BD22 9LJ or, preferably, by email to** [**ken.eastwood@oxenhopeparishcouncil.gov.uk**](mailto:ken.eastwood@oxenhopeparishcouncil.gov.uk)**, by 5pm on Friday 20th January, 2017.**  **Interviews will be held in the last week of January or the first week of February. If you have not been invited to interview by that date, you may assume that your application has been unsuccessful.** |
| FOR OFFICE USE ONLY:  Received Decision  Interview Decision |