A picture containing logo

Description automatically generated

OXENHOPE VILLAGE COUNCIL

**APPLICATION FORM**

**Private and Confidential**

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

**Personal information**

|  |  |
| --- | --- |
| Post applied for: | **Clerk & RFO** |
| Full Name: |  |
| Address: |  |
| National Insurance Number |  |
| Do you have a current right to work in the UK? |  |
| Telephone Number  (Landline): |  |
| Telephone Number:  (Mobile): |  |
| Telephone Number  (Work): |  |
| Can you be contacted at work? |  |
| E-mail address: |  |
| Do you hold a current driving licence? |  |

|  |
| --- |
| 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). |

**Employment**

|  |  |  |
| --- | --- | --- |
| Present/most recent employment:  (Please indicate whether or not you are still in employment) | | |
| Name and address of employer | Job title and main duties | Dates of employment and reason for leaving |
|  |  |  |
| 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 previous employer(s) | Job title and main duties | Dates of employment and reason for leaving |
|  |  |  |

**Education**

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

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

Please use this space 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.**

**References**

|  |  |
| --- | --- |
| May references be taken up prior to interview? |  |
| If appointed, when would you be available to take up appointment? |  |

|  |  |
| --- | --- |
| 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:  Email address:  Capacity: | Name:  Position:  Address:  Post Code:  Telephone  number:  Email address:  Capacity: |

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

|  |
| --- |
| 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 Village Council by email to** [**clerk@oxenhopevillagecouncil.gov.uk**](mailto:clerk@oxenhopevillagecouncil.gov.uk) **by 17:00 on Friday 30th June 2023.** |
| FOR OFFICE USE ONLY:  Received Decision  Interview Decision |