

PRIVATE AND CONFIDENTIAL
FRESHWATER PARISH COUNCIL

Application for the Post of:

Freshwater Parish Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of gender, race, colour, nationality, ethnic, or national origins, sex or sexual orientation, religion, marital status, age, disability or any grounds not relevant to the performance of the job.

PERSONAL DETAILS						
SURNAME:	OTHER NAMES:					
TITLE: By which you wish to be addressed	EMAIL ADDRESS:					
HOME ADDRESS:	TELEPHONE NUMBER: A) HOME B) MOBILE					
POSTCODE:	NATIONAL INSURANCE NUMBER: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>					

FOR OFFICIAL USE ONLY

1. Short list for interview		4. Attendance confirmed		7. Offer letter	
2. Unsuccessful at interview letter sent		5. References taken up		8. Medical clearance	
3. Invite for interview		6. Identity verified		9. Qualifications verified	

<p><i>Please complete and return to:</i></p> <p>The Parish Clerk Memorial Hall Avenue Road Freshwater Isle of Wight PO40 9JU</p> <p>Email: clerk@freshwater-parish.org.uk</p>	<p>This application form must be completed in <u>full</u>.</p> <p>A CV will not be deemed suitable as an alternative.</p>
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EDUCATION AND TRAINING		
SECONDARY SCHOOLS, COLLEGES, UNIVERSITIES AND OTHER INSTITUTIONS ATTENDED	QUALIFICATIONS OBTAINED	GRADE

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OTHER TRAINING (e.g. Management)

COLLEGE / INSTITUTE ETC.	QUALIFICATIONS / LEVEL

PROFESSIONAL QUALIFICATIONS

Please state current membership, grade of professional qualification bodies and the dates you obtained these grades:

PROFESSIONAL BODY	GRADE	DATE

EMPLOYMENT HISTORY

Appointment in reverse order – dates should indicate day, month and year

1. PRESENT OR LAST EMPLOYER	DATE OF EMPLOYMENT		JOB TITLE	GRADE GROSS SALARY
	FROM	TO		

MAIN DUTIES:

REASON FOR LEAVING

2. PREVIOUS EMPLOYER	DATE OF EMPLOYMENT		JOB TITLE	GRADE GROSS SALARY
	FROM	TO		

MAIN DUTIES:

REASON FOR LEAVING

3. PREVIOUS EMPLOYER	DATE OF EMPLOYMENT		JOB TITLE	GRADE GROSS SALARY
	FROM	TO		

4. PREVIOUS EMPLOYER	DATE OF EMPLOYMENT		JOB TITLE	GRADE GROSS SALARY
	FROM	TO		

5. PREVIOUS EMPLOYER	DATE OF EMPLOYMENT		JOB TITLE	GRADE GROSS SALARY
	FROM	TO		

If applicable, please give date when your continuous local government service commenced:

REFERENCES
Please give the names, addresses and status of two employment references, one of whom should be your present employer.

1. NAME:	2. NAME:
EMAIL ADDRESS:	EMAIL ADDRESS:
ADDRESS:	ADDRESS:
POSTCODE:	POSTCODE:
TELEPHONE NUMBER:	TELEPHONE NUMBER:
Can we contact this referee before your interview? <input type="checkbox"/>	Can we contact this referee before your interview? <input type="checkbox"/>

EXPERIENCE AND OTHER INFORMATION
It is often not possible to interview all applicants for this appointment. It is therefore important that this section is fully and accurately completed to give you the best possible chance. Please summarise fully all experience relevant to the appointment, whether occupational, training or voluntary. (please continue on a separate sheet where necessary)

Are you related to a council member or officer of this authority? YES NO

(If so, please give name(s) and relationship). A candidate who knowingly fails to disclose such a relationship may be disqualified from the appointment:

NAME:	RELATIONSHIP:
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PERIOD OF NOTICE REQUIRED BY PRESENT EMPLOYER:

IT IS ESSENTIAL FOR SOME POSTS THAT THE POSTHOLDER IS A CAR USER/OR HOLDS A CURRENT DRIVING LICENCE. WOULD YOU, THEREFORE, PLEASE INDICATE IF YOU HAVE:

a) A CAR AVAILABLE FOR WORK: YES NO

b) A CURRENT CLEAN DRIVING LICENCE: YES NO

c) DETAILS OF GROUPS COVERED, IE A-X; HGV; PSV
(IF NOT, PLEASE PROVIDE DETAILS):

ELIGIBILITY FOR EMPLOYMENT

Are you currently eligible for employment in the UK? YES NO

What relevant documentation will you be able to provide in order to demonstrate this? (*British Passport, Birth Certificate, P45 etc – showing authorisation to work and reside in the UK*)

Declaration: 'I declare that, to the best of my knowledge and belief, all particulars I have given are complete and true. I understand that any false declaration or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.'

NAME/SIGNATURE _____

DATA PROTECTION

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection. Where the application is successful the council may, from time to time thereafter, wish to process this information (as updated periodically) for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provision of the data protection acts 1984 & 1998. By completing this form you will be providing the council with your consent to these uses unless otherwise stated.