

Bursledon Parish Council

Application Form

Private & Confidential

Please complete this form and return it on or before the closing date specified in the advertisement. Late applications will not be considered. We **do not** accept Curriculum Vitae and only information on this form will be considered in assessing your application.

Position Applied For

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Personal Details

Family Name:
Forenames:
Preferred Title: (e.g., Mr/Mrs/Miss/Ms/Dr/Other)
Address:
Post Code:
Telephone Number (Home):
Telephone Number (Mobile):
Telephone Number (Work):
Email Address:

Present or most recent Employer

Name of Employer:
Position held:
Date Started Employment:
Period of Notice required:
Address of Employer:
Duties: (please list your duties/ responsibilities)

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Previous Employment

In date order (Please continue on a separate sheet if necessary)

Name of Employer:
Position held:
Date Started Employment:
Date Finished:
Reason for leaving
Address of Employer:
Duties: (please list your duties)

Name of Employer:
Position held:
Date Started Employment:
Date Finished:
Reason for leaving
Address of Employer:
Duties: (please list your duties)

Name of Employer:
Position held:
Date Started Employment:
Date Finished:
Reason for leaving
Address of Employer:
Duties: (please list your duties)

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Education

Please list school, colleges, and universities from secondary school onwards.
Please continue on a separate sheet if necessary.

Name of school, college, or university:

Dates from /To

Qualification/Grades

Name of school, college, or university:

Dates from /To

Qualification/Grades

Name of school, college, or university:

Dates from /To

Qualification/Grades

Professional Qualifications and Training

Please list all trade and professional training and qualifications, Government training schemes, apprenticeships, and secondments. **YOU WILL BE REQUIRED TO PRODUCE ORIGINALS OF ALL CERTIFICATES IF CALLED FOR INTERVIEW.** Please continue on a separate sheet if necessary.

Course Title/Qualification

Date

Organisation

Course Title/Qualification

Date

Organisation

Course Title/Qualification

Date

Organisation

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Membership of Professional Institutes

Please list all memberships

Institute/Body

Level of membership

Year of Award

Institute/Body

Level of membership

Year of Award

Institute/Body

Level of membership

Year of Award

Institute/Body

Level of membership

Year of Award

Interests and other experience

Please give details of any outside interests which you feel would support your application.

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Supporting Statement

Please give your reasons for applying for this position. Include details of any experience you have which would enable you to carry out this role. This is your opportunity to explain how you meet the requirements of the job description and person specification. (Please continue on a separate sheet if necessary.)

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References

Please give the names and addresses of two referees, Referee 1 should be you present or last employer if possible

References will be obtained and authenticated if you are shortlisted for interview unless you request otherwise.

Referee 1

Name

Relationship of referee to you (e.g., manager)

Business/Organisation Name

Address:

Email:

Contact Telephone Number:

Can we contact this referee prior to interview: Yes/No?

Referee 2

Name

Relationship of referee to you (e.g., manager)

Business/Organisation Name

Address:

Email:

Contact Telephone Number:

Can we contact this referee prior to interview: Yes/No?

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Asylum and Immigration Act 1996

It is an offence to employ anyone whose migration status prevents them from working in the UK

The Parish Council has an obligation under the Asylum and Immigration Act

Please confirm if you have the right to work in the UK: Yes/ No

Please confirm below whether if selected for appointment you will be able to provide the relevant documents e.g., birth certificate, passport to meet this obligation prior to commencing any employment

Yes/ No

If no, please explain

Rehabilitation of Offender Act 1974

Have you been convicted of any criminal offence that has not yet been spent
Yes/No?

If YES, please give details of convictions and dates.

Disclosure & Barring Checked

Have you ever been DBS Checked? Yes/No

If YES, what level of DBS check have you undertaken?

Have you subscribed to the DBS Update service? Yes/No

Special Requirements

Do you require any special arrangements to be made for your interview on account of a disability?

If "yes" please give any information that you feel would help us accommodate your need during your interview and therefore allow us to meet our obligations under the Equality Act 2010: YES/NO

If yes, please give details:

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Driving Licence

Do you hold a current Driving licence Yes/No?

If yes, please state the type of licence you hold

Do you have any current endorsements: Yes/No?

If yes, please specify

Declaration

I declare that all the information contained in this application is true and correct to the best of my knowledge.

I understand that if I knowingly provide false or misleading information, or withhold material information, or have canvassed a Councillor or Officer of the Council in support of my application my application may be disqualified from consideration or may render my Contract of Employment, if I am appointed liable to dismissal without notice.

Signed

Name

Date

If this application has been completed and submitted electronically, please indicate your consent - Yes/No

Data Protection Privacy Notice

A copy of the Data protection Privacy Notice for applicants is attached for your information