SOUTH STOKE PARISH COUNCIL
C/o 24 River House, The Chocolate Quarter, Trajectus Way, Keynsham, Bristol BS31 2GG
Tel: 07485033897
Email: clerk@SouthStoke-pc.gov.uk

APPLICATION FORM
For the Post of Clerk and Responsible Financial Officer

Please feel free to expand any box, or continue on a separate sheet(s) if space is inadequate.

PERSONAL DETAILS	
Forename(s):	Surname:
Address:	
Postcode:	
Home telephone:	Mobile:
Email address:	
Do you have a driving licence?	PROVISIONAL ☐ FULL ☐ NONE ☐
How did you learn of this vacancy?	

EDUCATION Please give details of all education including examinations taken *(continue on a separate sheet if necessary)*

Schools/Colleges	Courses/Exams	Qualifications/Grades obtained date
State any other achievements during education.		
Please be prepared to provide certificates of passes etc.		

FURTHER/HIGHER EDUCATION DETAILS

Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.)		
University/FE College	Courses/Exams	Qualifications obtained Grade Date
Please be prepared to provide certificates of passes etc.		

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EMPLOYMENT DETAILS

Please give details of previous employment, starting with the most recent employment and working backwards. Continue on a separate sheet if necessary.

CURRENT/LAST EMPLOYER

From: To:
Name:

Address:
Post Code:
Telephone:

Contact for reference:

Please note that we will not contact your present employer for a reference without your permission.

May we contact for a reference? YES ☐ NO ☐

Position(s) held: Salary/Wage:

Outline of duties, responsibilities and key achievements:

Reason for leaving:

PREVIOUS EMPLOYMENT (previous 3, or in last 10 years, or if relevant)

Dates From:	Dates To:	Name and address of employer	Job Title and brief description of duties	Reason for leaving

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PUBLIC OR VOLUNTARY COMMITMENTS

Please give details of membership of any public or voluntary body and indicate the approximate time commitment.

INTERESTS, HOBBIES AND SPORTS

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work:

References

Please provide the name of TWO references. Any job offer made may be subject to receipt of satisfactory references. It is our policy to contact ALL named referees

Name:	Name:
Address:	Address:
Post Code:	Post Code:
Telephone:	Telephone:

DATA PROTECTION

The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Signed: …….. Date: ……

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SUPPORTING STATEMENT

Please continue below if needed.

HEALTH

Do you require any reasonable adjustments for the interview and selection process?
If YES, please give details:

CRIMINAL RECORD

Have you ever been convicted of a criminal offence? YES ☐ NO ☐

Declaration subject to the rehabilitation of Offenders Act 1974

If YES, please give details:

UNDERTAKING

Please read and sign the following undertaking:

I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Signed: …… Date: ……

Note: We are an equal opportunities employer and will not tolerate discrimination in any form.

Please return the completed application form with a letter of application to:
clerk@SouthStoke-pc.gov.uk

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SUPPORTING STATEMENT continued