

**CONFIDENTIAL**

<b>SOMERCOTES PARISH COUNCIL Employment Application</b>	
<b>Post Applied for:</b> Parish Hall Caretaker/Administrator <b>Closing date:</b> 5pm, on 31 <sup>st</sup> October 2012	
<b>Notes for Applicants:</b>  1. Before completing this application, please read the information pack which came with this form.  2. Please complete ALL sections in black ink or type and return to: <b>Mr G R Blackmore, Clerk to the Council, Somercotes Parish Council, Somercotes Parish Hall, Nottingham Road, Somercotes, Alfreton, Derbyshire DE55 4LY</b> or e-mail to <a href="mailto:somercotespc@btconnect.com">somercotespc@btconnect.com</a> before the closing date and time shown above.  3. A CV alone will not be accepted  4. In the interest of economy, receipt of your application will not be acknowledged unless you enclose a stamped addressed envelope.	
<b>PERSONAL INFORMATION</b>	
<b>SURNAME:</b>	<b>FORENAMES(S)</b>
<b>ADDRESS:</b>	
<b>POST CODE:</b>	
<b>TELEPHONE NUMBER (DAY/WORK):</b>	
<b>TELEPHONE NUMBER (EVENING):</b>	
<b>E-MAIL ADDRESS:</b>	
May we contact you at work, with discretion? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
Do you have any special requirements which we can help you with in order to make the application process easier for you?	
National Insurance Number	
Do you require a work permit?	
Where did you hear about this vacancy?	

REF NO:

(Council's Use Only)

**EMPLOYMENT RECORD - CURRENT EMPLOYMENT**

Please give details of your current employment

EMPLOYER'S NAME AND NATURE OF BUSINESS	POSITION HELD AND MAIN RESPONSIBILITIES	YEARS/ MONTHS IN THE JOB

**EMPLOYMENT RECORD - PREVIOUS EMPLOYMENT**

Please give details of your previous employment, explaining any periods of unemployment

EMPLOYER'S NAME AND NATURE OF BUSINESS	POSITION HELD AND MAIN RESPONSIBILITIES	YEARS/ MONTHS IN THE JOB	REASON FOR LEAVING

Continue on a separate sheet if necessary



## STATEMENT OF APPLICATION

In this section you are asked to outline how your knowledge, skills and experiences meet the competencies required for this role (as outlined in the Person Specification). You should draw on your experiences from your current and previous roles or from other relevant situations (such as activities outside work)

Continue on a separate sheet if necessary

## GENERAL INFORMATION

If appointed, would you propose to continue with your current employment (if applicable)?	
Notice requirement (if applicable)	
If you are related to any Elected Member of the Parish Council, please give their name and your relationship to them.	
NOTE: Canvassing of any Member of the Parish Council will result in disqualification	
Do you possess a current driving licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If yes, please state which type of licence is held:	
Do you own or have access to a car/motorcycle?	YES <input type="checkbox"/> NO <input type="checkbox"/>

## REFERENCES

Please give details of two referees, **one of whom should be your current/last employer.**

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Telephone Number:	Telephone Number:
E-mail:	E-mail:

Note: We will not contact your referees prior to an offer of employment

## CRIMINAL CONVICTIONS

Please give details of any conviction, other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.

## DECLARATION

**Note:** Any appointment offered will be on the basis of your application and interview. The Parish Council reserves the right to terminate your employment without notice in the event it is discovered that the information provided was not accurate in some material way.

I confirm that the information given on this form is true and accurate to the best of my knowledge. I have read and understood all the questions on this form. I understand that under legislation for a Criminal Records Bureau Disclosure, I may be asked to agree to a check being made by the Criminal Records Bureau about the existence and content of a criminal record. All of these details can be treated as part of my subsequent Contract of Employment.

*I understand that the appointment may be subject to a satisfactory medical examination, references and CRB clearance if relevant.*

Signed:

Date:

(Note: if this form is sent electronically you will be required to sign it, if you are shortlisted, at the interview)