

# Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

<b>Job Details</b>	
Post applied for:	
Where did you see the post advertised?	(This will help us with advertising future posts)
<b>Personal Details</b>	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email: (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
<b>Asylum and Immigration Act 1996.</b> <b>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Claygate Parish Council that the Asylum and Immigration Act 1996 is being complied with.</b>	
Do you require a work permit to work in the UK?	Yes/No
<b>References</b>	
<i>(please refer to the Guidance Notes for Job Applicants on page 6)</i>	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.	Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.

## Present or Most Recent Employment

Name of Employer:

Address of Employer:

Post Code:

Job Title:

Dates employed:

Current or final salary:

Period of notice required:

*Please give a brief outline of your main responsibilities:*

## Previous Employment

*Please list all previous employment in chronological order (most recent first)*

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

## Education & Qualifications

*Please give details of all educational qualifications obtained and those currently being pursued*

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

## TRAINING

*This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments*

Course Title	Organisation	Dates

## Membership of Professional Institutes

Institute	Level of Membership	Year of Award

## Other Experience

*Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.*

Experience	From/To

**Information in Support of Your Application**

*(please refer to the Guidance Notes for Job Applicants on page 6)*  
If further space is needed, please continue on a separate A4 sheet.

**Rehabilitation of Offenders Act 1974**

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Claygate Parish Council's Interview Panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position at Claygate Parish Council.

**Additional Information**

**Driving Licence:**

Do you hold a current driving licence? Yes/No  
If YES, please state the type of licence you hold:

Are you a car owner? Yes/No  
If NO, do you have access to a car? Yes/No

Do you have any current endorsements? Yes/No  
If YES, please specify:

**Declaration**

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

**Data Protection:**

If I accept employment with Claygate Parish Council, I consent to my personal information being held by Claygate Parish Council for the administration of my Contract of Employment.

Signed:

Date:

Name:

*If this form has been completed electronically, please indicate your consent Yes / No and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file.*

## **Brief Guidance Notes for Job Applicants**

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

### **Information in Support of your Application**

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

### **References**

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will be taken up if you are the successful candidate following the interviews.

Your completed Application Form should be sent by email to  
[john.bamford@claygateparishcouncil.gov.uk](mailto:john.bamford@claygateparishcouncil.gov.uk).

Alternatively, it may be delivered or sent by post to the Claygate Parish Council's registered address. If so, it is essential that the envelope is marked F.A.O. Cllr John Bamford. The Parish Council's address is

Claygate Village Hall  
Church Road  
Claygate  
KT10 0JP