

Employment History		
Name of Employer	Job title and main duties	Date of departure and reason for leaving
Please note here any other paid employment, business or voluntary work that you would continue with if you were to be successful in obtaining this role:		
References		
Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references		
1.	2.	
Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:		

Personal development

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

The position is covered by the *Rehabilitation of Offenders Act 1974* (Exceptions) Order 1975 and is subject to a satisfactory Disclose and Barring Service (DBS) check which will reveal all cautions, reprimands, warnings and convictions that are subject to disclosure.

Have you been convicted of a criminal offence? **(Yes or No)**

If **yes**, please provide details of any spent or unspent convictions:

Data protection statement

All of the information collected in this form is necessary and relevant to the performance of the job applied for. The Parish Council will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Parish Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of Legal Obligation, to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our staff privacy notice which applies to job applicants.

Declaration

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Parish Council being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, and a probationary period (in line with the operation of the Equality Act 2010).

Signed:

Date :

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.

JOB APPLICATION GUIDANCE NOTES

The information you give in your application is all that will be used to determine whether or not you should be interviewed for the post. **CV's will not be accepted.** It is vitally important that your application form contains all the information that is necessary to secure an interview. The following may be of assistance to you.

Read through the Job Description. The Job Description is a summary of the tasks by which **Great & Little Preston Parish Council** will measure every applicant. Make sure your application form addresses this document in order to maximise your chance of being called for interview.

Completing the Application Form.

- Please use **black ink/font** colour.
- All applications must be submitted by post or hand delivery.
- Under previous employment, please work back in time. If you have more employers than there is space for, please include the information on a separate piece of paper but indicate you have done so on your application form.
- Your educational record should be recorded sequentially i.e. start with school and move onwards in time. If you hold any professional qualifications please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).
- Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description. Tell the Council about any skills you may have. Remember, experiences gained elsewhere (e.g. voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed
- Think carefully about who you would like to act as your referees. One should be your existing or most recent employer although the Council recognises that this may not always be possible where an applicant is commencing or re-joining working life. It is the Council's policy that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.
- Do not forget to sign the application form and date it. We will not be able to process your application if this is not done.
- It is Great & Little Preston Parish Council's policy to set the dates of interviews and it is the applicants' responsibility to be available on the date/s stated.

General points

- Keep your information concise and to the point
- Make a copy of your application form. You are free to refer to this in your interview, indeed you may bring with you anything that may help you.
- Unsuccessful interview candidates will be provided with feedback if that is requested.
- You can find information about Great & Little Preston Parish Council on its website at: <http://www.greatandlittlepreston-pc.org.uk/>

We look forward to hearing from you