

## APPENDIX C

### SCARISBRICK PARISH COUNCIL

#### Post of Clerk and Responsible Financial Officer to the Council

#### Application Form

Please note that information may be copied and stored on a database and used during the recruitment process, or used to form part of the personnel file if successful.

Complete in black ink and print where possible, include separate sheets if necessary.

#### **PERSONAL DETAILS**

Surname		
Other names		
Title	Mrs / Miss / Mr / Ms / Dr / Other: <input type="text"/>	
Address		
Telephone	Home: Mobile:	
E-mail address		
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
National Insurance Number		
Do you hold a current driving licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).		

**PRESENT OR LAST EMPLOYER**

Name of current (or last) employer	
Job title	
Date commenced	
Type of business	
What period of notice are you required to give?	
Please outline your main tasks, responsibilities and achievements (continue on a separate sheet if necessary).	

**EMPLOYMENT HISTORY** (Most recent first, continue on a separate sheet if necessary).

Name of employer	
Job title	
Period of employment (give dates)	
Type of business	
Describe your duties and responsibilities	
Reason for leaving	

Name of employer	
Job title	
Period of employment (give dates)	
Type of business	
Describe your duties and responsibilities	
Reason for leaving	

Name of employer	
Job title	
Period of employment (give dates)	
Type of business	
Describe your duties and responsibilities	
Reason for leaving	

**SECONDARY / FURTHER / HIGHER EDUCATION ATTENDED** (in date order). Please also include any professional qualifications attained.

Establishment	From	To	Qualification(s) – subjects, level, grade

**HOBBIES AND OTHER INTERESTS.** Please include any positions of responsibility held.

--

**WHY ARE YOU APPLYING FOR THIS POST AND WHAT CAN YOU OFFER IN TERMS OF YOUR PERSONALITY / ABILITIES / SKILLS / APTITUDES / EXPERIENCE/ ACHIEVEMENTS?** Describe how you meet the person specification (Appendix A) and give examples that link directly to this post (continue on another sheet if necessary).

[Empty response box]

## REFERENCES

Please give the names and addresses of two referees. One should be your present or last employer.

Referee 1	Referee 2
Name:	Name:
Address:	Address:

Are you related to any member or employee of this Council?  
If yes, please give full details:

Yes  No

----------------------

Scarisbrick Parish Council is an Equal Opportunities employer and confirms its commitment to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation. Recruitment practices exclude all assumptions, preferences, or judgements that are not job-related.

## IMPORTANT NOTICE

Failure to answer all the questions on this application truthfully or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment and, where employment has commenced, to dismissal.

## DECLARATION

I, the undersigned, declare that the information given by me on this application and in any other form (including at interview) is correct to the best of my knowledge, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ me or not employ me. I understand that any form of canvassing will disqualify me.	
---	--

Signature:	Date:
------------	-------