**COLYFORD PARISH COUNCIL**

**Parish Clerk & Responsible Financial Officer**

**Application Form**

|  |  |  |
| --- | --- | --- |
| **Return this form to:**  |  | **Reference No.** |
| clerk@colyford-pc.gov.uk  |  | CRFO JUNE 24 |
|  |  | **Closing Date** |
| **Position Applied for:**  |  | Friday 5th July 24 |
| Clerk and Responsible Financial Officer  |  |  |

|  |
| --- |
| **Personal Details** |
| **Name** | Title (Mr/Mrs/Miss/Ms): |  |
|  | Forename: |  |
|  | Surname: |  |
|  | Address: |  |
|  |  |  |
|  |  |  |
|  | Postcode: |  |
| **Contact** | Email Address: |  |
| **Information** | Tel. No (Home) |  |
|  | Tel. No. (Mobile) |  |
|  | N.I. Number |  |

|  |
| --- |
| **Employment in the UK** |
| Are there any restrictions on you working in the United Kingdom? |
|  | Yes ✓ |  |
|  | No ✓ |  |

|  |
| --- |
| **Education** |
| Please complete in full and use a separate sheet if necessary. |
|  | School/College/University: |  |
|  |  |
|  |
|  |
|  |
| Qualifications Gained: |  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **Employment History** |
| Please complete in full and use a separate sheet if necessary. |
| **Last/Current Employer** | Name of Employer: |  |
| Address: |  |
|  |
|  |
|  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Notice Period: |  |

|  |  |  |
| --- | --- | --- |
| **Previous Employment****#2** | Name of Employer: |  |
| Address: |  |
|  |
|  |
|  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Notice Period: |  |

|  |  |  |
| --- | --- | --- |
| **Previous Employment****#3** | Name of Employer: |  |
| Address: |  |
|  |
|  |
|  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Notice Period: |  |

|  |  |  |
| --- | --- | --- |
| **Previous Employment****#4** | Name of Employer: |  |
| Address: |  |
|  |
|  |
|  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Notice Period: |  |

|  |
| --- |
| **Membership of Professional Bodies** |
| Please note any professional bodies you are a member of or registered with: |
|  |
| **Other Employment** |
| Please note any other employment that you would continue with if you were to be successful in obtaining the position: |
|  |

|  |
| --- |
| **Leisure** |
| Please note here your leisure interests and hobbies: |
|  |

|  |
| --- |
| **References** |
| Please note two references from whom we may contact for character and professional references. **Please indicate which referee we can contact prior to interview.** |
| **Reference #1** | Name: |  |
| Address: |  |
|  |
|  |
|  |
| Postcode: |  |
| Contact No.: |  |
| Position Held: |  |
| Approach prior to interview? | **YES (✓)** |  | **NO (✓)** |  |
|  |
| **Reference #2** | Name: |  |
| Address: |  |
|  |
|  |
|  |
| Postcode: |  |
| Contact No.: |  |
| Position Held: |  |
| Approach prior to interview? | **YES (✓)** |  | **NO (✓)** |  |

|  |
| --- |
| **Reason for Application** |
| Please note here your reasons for applying for this role: |
|  |

|  |
| --- |
| **Criminal Record** |
| Please note here any criminal convictions those spent under the Rehabilitation of Offenders Act 1974. If none, please state ***Not Applicable***. In certain circumstances employment is dependent upon obtaining a satisfactory disclosure \* Barring Certificate from the disclosure and Barring Service. |
|  |

|  |
| --- |
| **Data Protection** |
| 1). The Parish Council is aware of its obligations under General Data Protection Regulations 2018, including the obligation to collect only the data that is required for a specific purpose. The information collected in this application form is specific to the recruitment exercise and necessary the performance of the role you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by Council, the information provided will then be used for the purposes of your employment with the Parish Council, together with further information collected upon recruitment for those purposes. |
| 2). We will treat all personal information about you with the utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with data protection principles and current legislation. |
| 3). Our privacy notice for job applicants gives you information on, amongst other things, the date we will hold about you during the recruitment process and what we use it for. You can view the privacy notice <https://colyford-pc.gov.uk/> |

|  |
| --- |
| **Declaration** |
| 1). I confirm that the information provided in this application is complete and correct, and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. |
| 2). Should the Parish Council require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires Council to inform you of our intention and obtain permission prior to contacting your GP. I agree that the organisation reserves the right to require me to undergo a medical examination if requested. |
| 3). I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a Disclosure and Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Parish Council, any offer of employment may be withdrawn, or my employment terminated.  |

**Signed: …………………………………………** **Date**: ………………

**PRINT NAME:** ………. ………………………..