|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ampfield Parish Clerk Application Form** | | | | | |
| You may attach additional sheets to this application form where necessary. | | | | | |
|  | | | | | |
| **1. Personal Details** | | | | | |
| Title: | | | | Surname: | |
| Forename(s): | | | | | |
| Address: | | | | | |
| Postcode: | | | | Email Address: | |
| National Insurance Number: | | | | Mobile Telephone Number: | |
| Home Telephone Number: | | | |  | |
| Do you have a current driving licence? Yes  No | | | | Do you require sponsorship to work in the UK?  Yes  No  *(Non-UK applicants only.)* | |
|  | | | | | |
| **2. Education and Qualifications** | | | | | |
| Please provide details of educational qualifications obtained: | | | | | |
| General Education | | School, College or University | | | Examinations taken/to be taken and qualifications obtained |
| From | To |
|  |  |  | | |  |
|  | | | | | |
| **3. Training and Development** | | | | | |
| Please provide details of relevant training and development taken | | | | | |
| Course | | | Date | | |
|  | | |  | | |

|  |  |  |
| --- | --- | --- |
| **4. Membership of Professional Bodies / Professional or Vocational Qualifications** | | |
| Name of Body / Qualification | Class / Grade | Date |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. Employment details**   |  | | --- | | **Please provide details of employment covering your previous three positions (most recent first) or the last five years, whichever is greater. Any relevant voluntary work can be included. Please continue on a separate sheet if necessary.** | | | |
| **Job Title**: | From: | To: |
| Company Name and Address: | | |
| Please give a brief description of your duties: | | |
| **Job Title**: | From: | To: |
| Company Name and Address: | | |
| Please give a brief description of your duties: | | |
| **Job Title**: | From: | To: |
| Company Name and Address: | | |
| Please give a brief description of your duties: | | |

|  |
| --- |
| **6. Experience and Achievements** |
| The Person Specification lists the skills, experience and knowledge criteria that are required from the successful candidate. In the space below, please refer to these criteria and indicate how you feel you meet them. Please add supplementary pages to this form if necessary. |

|  |  |
| --- | --- |
| **7. References** | |
| Please provide at least two references who can be approached prior to interview covering the last three years of employment, one of which should be from your most recent employer, one may be a personal reference. | |
| Name: | Name: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| Relationship: | Relationship: |

|  |
| --- |
| **8. Rehabilitation of Offenders Act 1974** |
| Have you ever been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded)? Yes  No  If yes, please provide details below. |

|  |
| --- |
| **9. Immigration** |
| Have you ever breached UK immigration rules? Yes  No  If yes, please provide details below. |

|  |  |
| --- | --- |
| **10. Disclaimer** | |
| I declare that to the best of my knowledge and belief that the information given on this form is correct. | |
| Signature: | Date: |
| **If any particulars provided by you in this application are found to be false or you wilfully omit or suppress any material facts, you may be liable to dismissal should you be appointed.** | |