

Job Application Form

|  |  |  |
| --- | --- | --- |
| Post Applied for | Closing Date | Interview Date |
| Parish Clerk |  |  |

Please complete this form fully in black ink or type.

CVs are only accepted when submitted with a completed application form. Applications received after the closing date will not normally be considered. The information you provide in this form will be treated in confidence.

# Personal Details

|  |  |
| --- | --- |
| Surname |  |
| First Name(s) |  |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
| Postcode |  |
| Preferred phone contact |  |
| Email |  |

Do you hold a full clean driving licence Yes/No

Do you need a work permit to work in the UK? Yes No

## Please note: If you are successful, you will be required to provide relevant evidence of your qualifications, training and right to take work in the UK prior to your appointment.

|  |  |
| --- | --- |
| Name of Employer |  |
| Address 1 |  |
| Address 2 |  |
| Address 3 |  |
| Postcode |  |
| Post Title |  |
| Department |  |
| Dates of Employment |  |
| Period of notice required |  |
| Description of Role, Responsibilities and Duties |  |

(Please continue on a separate sheet or attach your CV for additional information.)

|  |  |
| --- | --- |
| Name of Employer |  |
| Address |  |
| Post Title |  |
| Dates of Employment |  |
| Reasons for leaving |  |
| Summary of Duties |  |
| Name of Employer |  |
| Address |  |
| Post Title |  |
| Dates of Employment |  |
| Reasons for leaving |  |
| Description of Role, Responsibilities and Duties |  |

**Schools, colleges, and universities attended. Please list highest qualification first**

|  |  |  |
| --- | --- | --- |
| Name of School or College | Course | Qualifications and Grades |
|  |  |  |
|  |  |  |
|  |  |  |

Please continue on a separate sheet or attach your CV for additional information.

## Professional, Vocational or Technical Qualifications

|  |  |
| --- | --- |
| Professional/Technical Qualifications | Course Details |
|  |  |
|  |  |
|  |  |

Please continue on a separate sheet or attach your CV for additional information.

Please list Membership of any Professional/Technical Associations with the level of membership.

## Training and Development

Please give details of any non-qualification training and development you have undertaken in the past five years.

Professional, Vocational or Technical Qualifications

|  |  |
| --- | --- |
| Title of Training Programme or Course | Duration of Course |
|  |  |
|  |  |
|  |  |

Please continue on a separate sheet or attach your CV for additional information.

Please use this section to explain in detail how you meet the criteria of the Person Specification and Job Description. (Please continue on a separate sheet if required).