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**Application for Employment**

**Guidance Notes for Job Applicants**Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

To facilitate “blind recruitment” pages 2 & 3 of this form will be removed before your application is considered by the selection panel.

**If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.**

# **Information in Support of your Application** This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

# **References**

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer if you are in employment. References will be taken up if you are the successful candidate following the interviews.

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| --- |
| **POST APPLIED FOR:**  **CLERK & RESPONSIBLE FINANCIAL OFFICER** |

**CONFIDENTIAL WHEN COMPLETE**

|  |  |
| --- | --- |
| **SURNAME:** | **FIRST NAMES:** |
| **ADDRESS:**  **POSTCODE:** | **CONTACT PHONE NO:**  **EMAIL ADDRESS:** |

**REFEREES**Two references are required both of whom should be able to comment on your work/career background.

|  |  |
| --- | --- |
| **FIRST REFEREE** | **SECOND REFEREE** |
| NAME: | NAME: |
| ADDRESS: | ADDRESS: |
| TEL NO: | TEL NO: |
| EMAIL: | EMAIL: |
| How long have they known you and in what capacity? | How long have they known you and in what capacity? |

**UNSPENT CONVICTIONS**

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| --- |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our selection panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council. |

**IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

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| --- |
| It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with. |
| **Do you require a work permit to work in the UK?**  **YES/ NO**  **If yes, please provide details:** |

RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE

|  |
| --- |
| **To your knowledge are you related to any member or employee of Sunningdale Parish Council?**  **YES/ NO**  **If yes, please provide details:**  NB. Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice. |

|  |  |
| --- | --- |
| **DECLARATION** |  |
| I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment void, and if I am appointed, liable to dismissal without notice.  **Data Protection**:  If I accept employment with Sunningdale Parish Council, I consent to my personal information being held by them for the administration of my Contract of Employment.  Signed: Date:  (An electronic signature is acceptable)  Name:  *If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chair of the Council a signed copy to be held on the personnel file:*  **YES/NO** | | |

**EDUCATION & TRAINING** (From age 11)

Please give details of qualifications achieved

|  |  |  |  |
| --- | --- | --- | --- |
| QUALIFICATION  (Type & Subject) | NAME OF SCHOOL, COLLEGE, UNIVERSITY ETC. | GRADE/LEVEL ATTAINED | DATE ACHIEVED (MM/YY) |
|  |  |  |  |

TRAINING

|  |
| --- |
| Please give details of any training you may have undertaken that may be relevant to the position applied for: |

MEMBERSHIP OF PROFESSIONAL BODIES

|  |  |  |
| --- | --- | --- |
| NAME OF PROFESSIONAL BODY | LEVEL OF MEMBERSHIP | DATE ACHIEVED MM/YY |
|  |  |  |

OTHER INTERESTS (VOLUNTARY WORK etc.)

|  |
| --- |
|  |

**EMPLOYMENT HISTORY**

PRESENT EMPLOYER

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FROM | TO | NAME & ADDRESS OF EMPLOYER | POST HELD & BRIEF OUTLINE OF DUTIES | PRESENT SALARY & SCALE/GRADE & REASON FOR LEAVING |
|  |  |  |  |  |

PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FROM | TO | NAME & ADDRESS OF EMPLOYER | POST HELD & BRIEF OUTLINE OF DUTIES | SALARY & SCALE/GRADE & REASON FOR LEAVING |
|  |  |  |  |  |

Continue on a separate sheet if necessary

**Please tell us why you consider yourself to be a suitable candidate for this appointment.**

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure that you state your skills and experience in relation to the key criteria in the Person Specification and reference the main duties and responsibilities in the Job Description.

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| --- |
| Continue on a separate sheet if necessary |