

Creech St Michael Parish Council

A Parish to be *Proud of*

APPLICATION FORM

Thank you for your interest in joining Creech St Michael Parish Council. Please take time to read the guidance notes included with this form and complete the application form fully. If you need help with completing this form please contact the Parish Clerk and RFO on clerk@creechstmichael.net

Guidance Notes

We recommend that you refer to the job description before completing this application form.

Creech St Michael Parish Council is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic.

Please answer all the questions in this form honestly, truthfully and fully and read and sign the declaration and consents at the end of the form.

Please complete the form in full and use only A4 size paper for any continuation sheets.

Submit this application via email or post, with a letter in support of your application, which sets out why you believe you are suitable for the role you are applying for.

Please submit your application form and supporting letter via email to clerk@creechstmichael.net or by post to Clerk and RFO, Creech St Michael Parish Council, 1 Impens Cottages, North Newton, Somerset TA7 0BB.

More information about the Parish Council is available from our website www.creechstmichael.net

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Role You are Applying for:

SECTION 1 – ABOUT YOU

Forename(s):

Family Name:

Preferred Title:

Home Address:

Postcode:

Contact Telephone Number:

Contact Email Address:

How would you prefer to be contacted about this application?

Telephone:

Email:

The Parish Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Parish Council that you comply with this requirement.

Are you eligible to work in the UK?

Do you require a work permit to take up employment in the UK?

Yes:

No:

Yes:

No:

Are there any restrictions on you residing in the UK?

Yes:

No:

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SECTION 2 – ABOUT YOUR EXPERIENCE & EDUCATION

QUALIFICATIONS

Please give details of your education and qualifications obtained, plus those currently being pursued.

| Secondary School, College and/or University | Dates | | Subjects studied and/or qualifications/grades obtained |
|---|-------|----|--|
| | From | To | |
| | | | |

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TRAINING

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

| Course Title and Duration | Provider Name | Date Completed |
|---------------------------|---------------|----------------|
| | | |

MEMBERSHIP OF PROFESSIONAL AND TECHNICAL BODIES

Please give details of any relevant professional or technical bodies of which you are a member by examination or subscription and any CPD you have undertaken.

| Name of Institute/Professional Body | Level of Membership | Year of Award |
|-------------------------------------|---------------------|---------------|
| | | |

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PRESENT OR MOST RECENT EMPLOYMENT

Employer Name:

Address:

Postcode:

Job Title Held:

Current/Final Salary:

Date Employment Started:

Date Employment Ended/Notice Period:

Please provide a summary of the main duties and responsibilities of your current or most recent employment (please attach a copy of the job description if you wish).

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EMPLOYMENT HISTORY

Please list all your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

| Name and Address of Employer | Employment Dates | | Job Title & Salary |
|------------------------------|------------------|----|--------------------|
| | From | To | |
| | | | |

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SECTION 3 – REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would expect your referees to be your most recent employers including your current employer, if applicable.

References will be obtained and their authenticity checked if you are offered the appointment.

Do you consent to references being obtained prior to interview? Yes: No:

Reference 1

Reference 2

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Contact Telephone Number:

Contact Telephone Number:

Contact Email Address:

Contact Email Address:

Capacity Known to you:

Capacity Known to you:

SECTION 4 – OTHER INFORMATION

Are you, to your knowledge, related to or have any relationship with an Elected or Co-opted Member or employee of the Parish Council?

Yes: No:

If you have answered yes, please give details.

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DISABILITY DISCRIMINATION ACT 1995

Do you have a disability you wish us to know about at this stage? Yes: No:

If you answered yes, and you wish us to make reasonable adjustments to the selection process, please use this space to explain what these adjustments should be?

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REHABILITATION OF OFFENDERS ACT 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Parish Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Parish Council.

SECTION 5 – DECLARATION & CONSENT

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks will be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signed:

Dated:

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I understand that the information given in this form will be processed only by the Parish Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise, this form will only be retained by the Parish Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Parish Council's General Privacy Notice on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

I give my consent.

I wish to find out more information or to check what personal data is being collected and processed before giving my consent.

Signed:

Dated:

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