

WOLSTON PARISH COUNCIL

2 Main Street, Wolston, Coventry CV8 3HJ

Telephone: **02476 545515**E-mail:wolstonpc@wolstonpc.co.uk

APPLICATION FORM

APPOINTMENT OF Clerk and Responsible Financial Officer

Wolston Parish Council is an equal opportunities employer, and your application will be judged solely on merit. If you require any assistance, please contact wolstonpc@wolstonpc.co.uk

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

PERSONAL DETAILS

Name:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

OUTSIDE INTERESTS AND NON-VOCATIONAL EXPERIENCE

Please give details of any outside interests or non-vocational experience which you feel will support your application.

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 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 Council.

SECONDARY/FURTHER EDUCATION AND QUALIFICATIONS

CURRENT OR MOST RECENT EMPLOYMENT

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

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Why do you/did you wish to leave your current/most recent job?

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EMPLOYMENT HISTORY

Please list 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 Period		Job Title and main responsibilities	Reason for Leaving
	From	To		

RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

Please state below your reasons for applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Personal Specification and ensure you cover all of the criteria set out for this job role. This should include information about any period not accounted for in the section above by full time employment or education and training and if appropriate voluntary work. Please use a separate sheet if necessary and/or attach any supporting documents.

PLEASE INDICATE INTEREST IN FULL-TIME OR PART-TIME POST

I am interested in a full-time post (20hours)

I am interested in a part-time post

I am interested in a full-time OR part-time post

PREVENTION OF ILLEGAL WORKING

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

Yes No

The 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 Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes No

DRIVING LICENCE

Do you hold a current driving licence? Yes No

If "yes" please state type of licence, you hold:

Are you a car owner or do you have access to a car? Yes No

Do you have any current endorsements? Yes No

If “Yes”, please specify:

REFERENCES

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

Name: Position: Address: Post Code: E-mail address: Tel. No.:	Name: Position: Address: Post Code: E-mail address: Tel. No.:
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Have you any objection to the references being obtained prior to interview. Yes No

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

RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with a Member, Elected or Co-opted or employee of the Council? Yes No

If “yes”, please give details.

DECLARATION AND DATA PROTECTION ACT 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 may 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.

I understand that the information given in this form will be processed only by the 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 Council for so long as it is required in connection with the application.

Signed _____ Date _____

NOTIFICATION OF VACANCY

How did you find out about this vacancy? Advertisement Word of mouth Other

If 'advertisement' in which publication or if 'other' please explain.

ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

When completed, please return the application form by 5pm on **Friday 11th October 2024**

by email to wolstonpc@wolstonpc.co.uk

INTERVIEW ARRANGEMENTS

The closing date for applications is 11th October and it is the intention of Wolston Parish Council that if you are selected for interview, you will be notified during the week commencing 21st October 2024 and interviews will be held during that week.