

# Edwinstowe Parish Council

*Working to make a difference*

## Job application form

Edwinstowe Parish Council is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, trade union activity and age.

**Please complete all sections on the form. If any section does not apply to you, enter not applicable (n/a).**

### 1. Vacancy Details This section must be completed

Job Title: \_\_\_\_\_

### 2. Personal Details

First name(s):	Last name:	Title: e.g. (Mr,Mrs,Ms):
Former name(s):	Date of Birth:	
Address:		
		Postcode:
Daytime tel no:	Evening tel no:	
Mobile tel no:	Email:	

Please indicate if you are happy to receive correspondence via your email address e.g. invite to interview letter: Yes No

National Insurance Number, if you have one

Do you have the Right to Work in the UK? Yes No

Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum and Nationality Act.

Current driving licence (if this is a requirement of this job): Yes No

If YES, type of licence \_\_\_\_\_

### 3. General Information

a) Are you related to a Councillor or employee of Edwinstowe Parish Council? Yes No

If yes, please provide details:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_\_

### 4. Arrangements for interview

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and/or work based exercise? Yes No

If yes, please specify, (e.g. ground floor venue, sign language interpreter, audio tapes etc).

\_\_\_\_\_

\_\_\_\_\_

b) Do you wish to job share the job you are applying for? Yes No

**5. Education/Qualifications** (including overseas) Please start with secondary education.

From		To		Secondary School/ College/University etc	Examinations taken or to be taken	Results & grades	Date gained
nth	yr	nth	yr				

**6. Training** Please list any course(s) which you have undertaken which are relevant to the job and/or specified on the person specification.

Year	Organising body	Course title	Length

Please continue if necessary.

**7. Membership** Please indicate membership of any organisation(s) relevant to this job.

Name of organisation	Type of membership	Date of membership

**8. Past Employment & Experience** (if any) include voluntary or other relevant experience.

From		To		Employer	Job Title	Reason for change
nth	yr	nth	yr			

Please continue if necessary.

**9. Present or Most Recent Employment** (if any)

Job title:	Employer:
Salary:	
Date Started:	Date left (if applicable):
Address:	
Postcode:	
Reason(s) for leaving (if applicable):	

**11. References** Please give details of two referees one of which must be your current or most recent line manager/supervisor, or other person designated within the organisation to provide references.

Please put a cross in the appropriate box(es) below if you do not wish us to take up a reference without your consent.

Name:	<input type="checkbox"/>
Address:	
Postcode:	
Tel no:	Email:
Job title:	Relationship to you:
If this referee knows you by another name please give that name:	

Name:	<input type="checkbox"/>
Address:	
Postcode:	
Tel no:	Email:
Job title:	Relationship to you:
If this referee knows you by another name please give that name:	

Please note some jobs may require a DBS check, further information regarding this will be contained in the application pack, if applicable.

**12. Other information in Support of your Application**

In order for us to decide whether to call you for interview, it is essential that you provide us with sufficient details of any experience and skills which demonstrate how you meet the requirements of this job, as set out in the person specification.

Please continue if necessary.

### **13. Data Protection Act 1998 - Consent and Certification of Details**

The information detailed in this application form may be used by Edwinstowe Parish Council in the monitoring and progression of its employment policies and practices, and in particular its Equal Opportunities in Employment Policy. This monitoring is for statistical purposes only and you will not be identifiable from this process. However, your personal details contained in the application form may be used in the prevention and detection of fraud. Where this occurs you will be identifiable. The information may be disclosed to the following third parties:

- Survey and research organisations (for monitoring purposes only).
- Local Government Authorities
- Central Government Authorities
- Organisations that handle or investigate the proper use of public funds
- Law Enforcement Authorities

Application forms of unsuccessful candidates will be destroyed after six months following an appointment to the job. Giving false information will result in your application not being pursued or your contract being terminated if you have already been appointed to the job.

I, (print name): \_\_\_\_\_

Consent to Edwinstowe Parish Council recording and processing the information detailed in this application form. I understand that this information may be used by the Parish Council in pursuance of its business purposes and my consent is conditional upon the Parish Council complying with their obligations under the Data Protection Act 1998.

I also confirm that the information contained in this application form is correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[www.edwinstowe.co.uk](http://www.edwinstowe.co.uk)

**Application forms not fully completed may be refused.**

**Return Address: Edwinstowe Parish Council, Village Hall, Mansfield Road, Edwinstowe, NG21 9NJ. Email: [info@edwinstowe.co.uk](mailto:info@edwinstowe.co.uk) Tel 01623 824243**