**EASINGTON PARISH COUNCIL**

**APPLICATION FORM**

**Private and Confidential**

Please complete all sections in full, in **black** ink or typescript

**Personal information**

|  |  |
| --- | --- |
| Post applied for: |  |
|   |  |
| Full Name: |  |
| Address: |  |
| Telephone Number (home or mobile): |
| Telephone Number (work): | Can you be contacted at work? YES/NO |
| E-mail address (optional) |  |

**Employment**

|  |
| --- |
| Present/most recent employment:(please indicate whether or not you are still in employment) |
| Name and address of employer | Position held | Summary of duties |
|  |  |  |
| Previous employment (please give your latest employment first and explain any periods not accounted for). Continue on a separate sheet of paper if needed. |
| Name and address of employer | Position(s) held | Summary of duties |
|  |  |  |

**Education**

|  |  |  |
| --- | --- | --- |
| School/college/university/further education | Subjects studied | Results/grades |
|  |  |  |

|  |
| --- |
| Professional qualifications: |
| Other qualifications and training relevant to this post: |

**General**

|  |
| --- |
| Are you entitled to work in the United Kingdom? |
| Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1994, see explanatory notes) |
| **Please enclose letter of supporting information to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application.** ***You are advised to utilise the Clerk/RFO Job Description when completing supporting information, a copy of which was attached with this Application form.*** |
| **Reference:** Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees. |
| Name:Position:Address:Post Code:Telephone number:Capacity: | Name: Position:Address:Post Code:Telephone number:Capacity: |

|  |
| --- |
| May references be taken up prior to interview? (Please indicate) YES / NO |
| When would you be available to take up appointment? |

**Please check that all sections of this application form have been completed.**

|  |
| --- |
| **Declaration:**I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment.I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.Signed: ……………………………………………………………….. Date: ………………………… |
| **Please return this form to:** Cllr A Tucker,HR Easington Parish Council Tringa Cottage, Hull RoadEasington, HU12 0TEOr via email to tringatucker@outlook.co.uk **By** 12 noon on the 20/11/2020**If replying by post please mark *Private & Confidential* on the envelope.****You will receive notification of interview following closing date If you have not been invited to interview within one week of closing date, you may assume that your application has not been successful.** |
| **FOR OFFICE USE ONLY:**Received Interview | Decision Decision |