**MAKER with RAME PARISH COUNCIL**

**Job Application Form**

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| **Post Title: Clerk and Responsible Financial Officer** |

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| PERSONAL DETAILS | | | |
| Full name: |  | | |
| Address: |  | Daytime telephone: |  |
|  |  | Evening telephone: |  |
|  |  | Mobile: |  |
|  |  | Full driving licence: | YES / NO |
| Post Code: |  | Access to car: | YES / NO |
| Email: |  | | |

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| EDUCATION AND QUALIFICATIONS  *Please give details in date order* | | |
| From / To | School / University/ Further Education / College | Qualifications *(including grades or level of achievement)* |
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| --- | --- | --- | --- |
| EMPLOYMENT HISTORY  *Please list current or most recent post first and use a continuation sheet if required* | | | |
| Dates | Name and address of Organisation | Position held and summary of duties | Reason for Leaving |
|  |  |  |  |

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| --- | --- | --- | --- |
| RELEVANT NON-QUALIFICATION COURSES ATTENDED | |  | |
| Organising Body | Brief Details of Course | Duration | |
| From | To |
|  |  |  | |

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| --- | --- | --- |
| MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS | | |
| Organisation | Membership Level | Date Achieved |
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| **SUMMARY OF EXPERIENCE AND SKILLS**  *Please give details of any experience and skills you have relevant to the post in support of your application and note what qualities you have which most suit you to the job you are applying for. Please use the space below. You may use the additional sheet if necessary.* |

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| GENERAL  Do you have any other employment (including part-time or night work) which you intend to continue? *(if yes please give details)* | YES / NO |
| Do you have any other commitments which may limit your working hours, e.g., judicial, military or local government? *(if yes please give details)* | YES / NO |
| Have you ever been convicted of a criminal offence (NB The Rehabilitation of Offenders Act 1974)? | YES / NO |

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| **REFERENCES (persons not related to you who can vouch for your Work experience and Character)**  *Details of two referees are required, one of which should be from your present or last employer. References will only be taken up where a candidate is to be invited for interview. If you do not wish your referees to be contacted at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references.* | | | | |
| Reference 1 | | Reference 2 | | |
| Name |  | Name |  | |
| Title/Position |  | Title/Position |  | |
| Address |  | Address |  | |
| Post Code |  |  |  | |
| Tel Number |  | Tel Number |  | |
| Relationship to  Applicant |  | Relationship to  Applicant | |  |

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| **ASYLUM & IMMIGRATION ACT 1996 – Proof of Legal Right to Work in the UK**  Section 8 of the Act requires employers to keep evidence of applicants’ legal right to work in the UK Employment. The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. P60, passport, UK or Eire birth certificate) to confirm your eligibility to work in the UK.  Are you legally eligible for employment in the UK? **YES / NO** |

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| THE DATA PROTECTION ACT 2018 (DPA)  The information you provide on this application form will be processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. Information may be copied and stored on a database and used during the recruitment process, or used to form part of the personnel file if successful. We may contact relevant third parties in order to verify certain information given in your application (NB References are subject to your consent).  Upon completion of the recruitment procedure, information on you may be stored for a period of up to six months after which it will be destroyed. | |
| DECLARATION  I declare that the above information is correct and complete and that the information provided gives a fair representation of my qualifications and employment history. I understand that any questions left unanswered may be discussed at interviews arising from this application. I also accept 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.  I consent to this form being processed for the purposes of recruitment to this post (see DPA above). I accept that: If appointed I may be required to complete a pre-Employment Medical Form. | |
| Signature | Date |

PLEASE RETURN TO: Parish Clerk (Maker with Rame Parish Council), Maker with Rame Community Hall, Coombe End, Fore Street, Kingsand, Torpoint, Cornwall, PL10 1NB

Or email: makerwithramepc@gmail.com

CLOSING DATE FOR APPLICATIONS

3rd September 2021

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| **For internal use only:** |  |  |
| Invited to interview: 🞎 | Not selected for interview: 🞎 | Not selected after interview: 🞎 |
| References taken up: 🞎 | Satisfactory references:  yes 🞎 no 🞎 |  |
| Verbal offer:  accepted 🞎 refused 🞎 | Written offer made: 🞎 | Written acceptance received: 🞎 |