**Little Chalfont Parish Council**

**Application Form**

*General Information*

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| Application for the post of: Assistant Parish Clerk |  |
| Surname:      Title:  | **Forenames(s)****:**Please give details of any previous surnames:       |
| Address:**Postcode:** e-mail address :       | **Telephone Numbers:**Home:      Work:      **May we contact you at work?** **Yes/No**Mobile:      National Insurance Number:  |

***Experience***

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| Present or most recent employment: |
| Name & address of most current/most recent employer or voluntary organisation:Type of business:       | Role title:**Are you still currently employed by this organisation?**  |
| Date of appointment:  | **Most Recent Salary:** |
| Reasons for leaving (If applicable):       | **Notice required:**  |
| Key Responsibilities and Achievements: |

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| Previous Employment: Please summarise below any other employment since leaving full-time education, paid or unpaid, full or part-time. Start with the most recent. Continue on a separate sheet if necessary. |
| **Employer’s name and address** | **From****Month / Year** | **To****Month / Year** | **Role title, key responsibilities and achievements.** | Reasons for Leaving |
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| **Educational and Academic Achievements (Secondary, Further/Higher education):** Please give details of your education with examination dates, results and qualifications obtained. (Please continue on a separate sheet if necessary.) Evidence of qualifications may be requested at the interview stage. |
| **Type of institution, ie: school/college/ university** | **Examinations taken** | **From** | **To** | **Result/Qualifications gained** |
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| Work based Training: Give details of the most recent, relevant courses attended and indicate any awards earned. |
| **Course Title** | Training Provider | **Duration** | **Dates** |
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***References***

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| Please provide details of **two** referees. One of these should be your current or most recent employer. This may be in a paid or unpaid/voluntary role. We may contact these referees prior to interview, please indicate if you are happy for us to do so: Yes/No (delete as applicable.) |
| Name/Position: | Name/Position: |
| Referee’s relationship to you: | Referee’s relationship to you:  |
| Contact number: | Contact number: |
| Email address (if applicable): | Email address (if applicable): |
| Address: | Address: |

***Supporting Statement***

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| **Please use this space to include a statement to support your application. Use this section to say why you are applying for this position and why you feel you are suitable for the post. You should give details of any work or other experience you have which may be relevant to your application, including voluntary work and leisure interests. To help you complete this section please refer to the Job description and Personal Specification included in the application pack.****If necessary please continue on a separate sheet.** |

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| 1. **To comply with the Asylum and Immigration legislation you will be required during the selection process to give evidence of your ability to work in the UK. Do you need a work permit to work in the UK?**

***If yes please indicate what type of permit:*** | **YES/NO** |
| 1. **Do you hold a full current driving licence and have access to a vehicle?**
 | **YES/NO** |
| 1. **If you have a disability please let us know of any particular arrangements that may be needed if you are short listed for interview**
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| ***Criminal Convictions*****Little Chalfont Parish Council is committed to promoting equality of opportunity. Criminal records will only be taken into account for recruitment processes when the conviction is considered relevant to the post. Having an ‘unspent’ criminal conviction will not necessarily bar you from employment with Little Chalfont Parish Council.****I do not have any criminal offences held against me** **[ ]** **I do have criminal offences or prosecutions pending against me [ ]** **If yes, please give details (you may be required to provide additional details if you are offered an interview):** |

***Additional Information***

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| ***Declaration*** |
| **I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action.** |
| **Signed:**  | **Date:      /     /** |

Please note that the closing date for applications is 18 March 2015. Interviews 26 March 2015. Send your completed application forms to:

Natasha Meldrum

Parish Clerk (designate)

Little Chalfont Parish Council

Little Chalfont Village Hall

Cokes Lane

Little Chalfont

HP8 4UD

Or e-mail: clerk2@littlechalfont-pc.gov.uk