

Icklesham Parish Council

Application Form - Private and Confidential

Job Details	
Post applied for:	CLERK
Where did you see the post advertised?	
Personal Details	
Family Name:	Forenames:
Preferred title:	
Address: Post Code:	
Telephone numbers Home:	Mobile: Work:
Personal email:	
Asylum and Immigration Act 1996. It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Icklesham Parish Council that the Asylum and Immigration Act 1996 is being complied with.	
Do you require a work permit to work in the UK?	
Referees	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.	Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.

Present or Most Recent Employment

Name of Employer:	
Address of Employer:	
Post Code:	
Job Title:	Dates employed:
Current or final salary:	Period of notice required:
Please give a brief outline of your main responsibilities:	

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

TRAINING

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

If further space is needed, please continue on a separate A4 sheet.

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Rehabilitation of Offenders Act 1974

Please give details of any "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Parish Council's Interview Panel to ask questions about your entire criminal record we only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining a position at Icklesham Parish Council.

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Additional Information

Driving Licence:

Do you hold a current driving licence?

Are you a car owner?

Do you have any current endorsements?

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Icklesham Parish Council, I consent to my personal information being held by Icklesham Parish Council for the administration of my Contract of Employment.

Signed:

Date:

Name:

If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file.

GUIDANCE NOTES FOR JOB APPLICANTS

Use the application form to demonstrate how well you match the Person Specification for the post you are applying for. You need to refer to the Job Description throughout this form. You need to demonstrate all the main points on the Person Specification during the selection process to get the post. Points listed as "desirable" will form secondary measures for selection if there are many suitable applicants.

References

Please give the name of at least two referees applicable to the role for which you are applying. One should be your current or most recent employer (or teacher or tutor if you have recently left school/college). Your second referee should be a previous employer an academic referee, or someone you know in a professional capacity. References will not be accepted from relatives or from people writing solely in the capacity of friends. The Parish Council reserves the right to request further references.

References are only taken up for the successful candidate and are only taken up for the successful candidate.

Employment History: Present or Most Recent Employment/Previous Employment

Give details of your employment starting with your current or most recent job. Use this section to give brief details, where relevant, to show how your experience meets the requirements in the Job Description. You must explain any periods not in employment, education or training, and reasons for leaving employment. (Please provide a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, full time, part time or voluntary work, with start and end dates.)

Any employment with an Agency must show the Agency as the employer and not the organisation where the work was carried out.

Education and Qualifications

Detail the name of the academic institution, the dates you attended and what qualifications you obtained, including the grade(s) achieved.

Training

Provide details of relevant training, the dates you undertook the training and what qualifications you obtained, including the grade(s) achieved.

Membership of Professional Institutes

Please detail any professional bodies of which you are a member, including the name, date you joined and whether your membership was by exam or election.

Alternative evidence: If you do not have the qualification(s) or membership(s) required, tell us how you meet this standard through your experience.

Other Experience

Tell us about how you meet the requirements of the section titled "Skills and Competency" and Experience element in the Person Specification, keeping in mind the Job Description details.

Information in Support of Your Application

Tell us about how you meet the different elements of the work involved, as outlined in the Job Description. Provide evidence including examples from your experience. Describe relevant achievements fully to show the highest standard of your skills, giving a different example for each.

How you demonstrate the various skills required to undertake the duties listed in the Job Description will be vital in the assessment of your application for shortlisting.

NB Inclusion of a CV will not be necessary.

If you do have any further queries, please do not hesitate to contact:

Cllr Jacqueline Stanford Chair of Staffing Committee Icklesham Parish Council

Tel: 07979 524108

Email: ickleshampc@hotmail.co.uk

Please return completed application form by Friday 16th July 2021 at the very latest to:

ickleshampc@hotmail.co.uk

Please note that due to the high numbers of expected applicants you will only be contacted regarding your application if you have been successful at the sift stage (and invited to interview.) Unfortunately, feedback on your application cannot be given.

June 2021