**JOB APPLICATION**

**Position: Clerk and Responsible Finance Officer Application No.**

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| **PERSONAL DETAILS** |  |
| Please ensure that these are accurate as it is the only way we have to get in touch with you. | |
| **Title:** |  |
| **First Name (s):** |  |
| **Surname:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone Number:**  **Home:**  **Work:**  **Mobile:** |  |
| **E-mail:** |  |
| **Preferred form of contact:** |  |
| **National Insurance Number:** |  |
| **Date of Birth:** |  |
| Please return the completed application form to: | |
|  | The Clerk to the Council  Saddleworth Parish Council  Civic Hall  Lee Street  Uppermill  OL3 6AE |
| Completing the application form is the first stage of the selection procedure. The information you provide on this form is the only information we will use in deciding whether or not you will be shortlisted for interview, so you are strongly advised to complete the application form as fully as possible.  **Pre-prepared CV’s will not be considered.** | |

**EDUCATION AND QUALIFICATION (START WITH MOST RECENT FIRST)**

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| **Name of Course / Subjects Taken** | **Name of Institution** | **Qualifications – with grade where applicable** |
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**OTHER TRAINING / SKILLS / COURSES**

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**MEMBERSHIP OF PROFESSIONAL BODIES**

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| **Name of Institute/Association** | **Grade of Membership** | **Date Awarded** |
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**DRIVING LICENCE HELD (IF APPLICABLE TO POSITION)**

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| **Do you hold a current driving licence?** |
| **If Yes, please specify type (motor car / HGV. Etc.)** |
| **Endorsements (if any):** |

**DETAILS OF EMPLOYMENT – Present or most recent employer**

If this is your first job after leaving education, give the school or college’s name in place of the employer’s name, and your date of leaving, and disregard the other items.

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| **Job Title:** |  |
| **Employer’s Name:** |  |
| **Date appointed:** |  |
| **Date of leaving (if applicable):** |  |
| **Salary:** |  |
| **Notice period:** |  |

**EMPLOYMENT HISTORY**

Please list your previous employment and any voluntary, part time, casual and unpaid work **starting with the most recent.** You should try to make the information you give as full and accurate as possible. **You must include details of any gaps in employment.** Continue on a separate sheet if necessary.

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| --- | --- | --- | --- | --- |
| **From** | **To** | **Name & address of employer** | **Job Title** | **Reason for leaving** |
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**FURTHER INFORMATION**

This section of the application is very important, as this is where you demonstrate how you meet the requirements of the job.

Make sure that you tell us how you match the requirements of the job by giving examples of any relevant experience, qualifications, skills and abilities. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time.

Ensure that all information you provide is well structured and relevant to the person specification. You may find it easier to structure the information you provide by using the criteria listed in the person specification. Continue on a separate sheet if necessary.

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**REFERENCES**

References are usually requested before the interview unless you tick the box asking us not to contact your referee. Please state in what capacity each referee is acting, e.g. current employer.

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| **First Referee** | | **Second Referee** | |
| **Title:** |  | **Title:** |  |
| **Name:** |  | **Name:** |  |
| **Job Title:** |  | **Job Title:** |  |
| **Address:** |  | **Address:** |  |
| **Postcode:** |  | **Postcode:** |  |
| **Tel. no:** |  | **Tel. no:** |  |
| **Mobile no:** |  | **Mobile no:** |  |
| **E-mail:** |  | **E-mail:** |  |
| **How do you know this person?** | | **How do you know this person?** | |
|  | |  | |
| **If you are selected may we contact this person prior to interview?** | | **If you are selected may we contact this person prior to interview?** | |

**Do you have any criminal convictions which are not ‘spent’ as defined by the Rehabilitation of Offenders Act 1974, or have you been subject to any caution or binding over orders in the last twelve months?**

If Yes, please give details of the offence, Court and sentence below. Continue on a separate sheet if necessary.

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**ABSENCE**

If you have been absent from work in the last two years due to sickness, which is not related to a disability or pregnancy, please list each occasion and provide details below. If the reason for absence is of a sensitive nature and you do not wish to state it, you will be asked to discuss it with Occupational Health if you are the successful candidate.

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| **Dates** | |  |
| **From** | **To** | **Reason for absence** |
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**CANVASSING/RELATIONSHIPS**

You must not canvass (ask for help or favours) from councillors or other employees of the Council in order to further your application or give you an unfair advantage. If it becomes clear that you have canvassed then your application will not be considered. Making a declaration about a personal business or professional relationship with a Councillor or employee of the Council will not in itself disqualify you for consideration unless, in the view of the Council, the nature of that relationship and the duties and influence of the post for which you are applying could result in a conflict of interest. If evidence of canvassing or failure to declare a relationship comes to light after you have been appointed you will face disciplinary action or possible dismissal.

**If you have a relationship with a Councillor or an employee of Saddleworth Parish Council, please state their name, position and the nature of your relationship:**

**CONFIRMATION OF DETAILS**

Please read the declaration below and sign and date to confirm that the information you have supplied is complete and truthful and that you agree to the information being processed and used by the Council for the purposes of recruitment, monitoring and (if appropriate) subsequent employment.

By supplying the information on this form you consent to its being processed for all employment purposes as defined in Data Protection legislation and its use in any verification checks that may be made. We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information for the same purposes with other organisations that handle public funds.

**I certify that to the best of my knowledge that all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I will be disqualified from consideration for this post or, in the event of my appointment, may be dismissed without notice. I also understand that the appointment will be subject to satisfactory medical examination, references and criminal records checks (as appropriate).**

**Signature**

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**Date**

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**EQUAL OPPORTUNITIES MONITORING**

We recognise the importance of providing equal opportunities in employment. It is the Council’s policy to ensure that all appointments are made on merit. The monitoring form will be detached from the application form before shortlisting takes place. Candidates who have declared themselves as disabled will be identified before this stage to ensure that candidates with disabilities who meet the essential requirement of the job can benefit from the Council’s guaranteed interview scheme. This scheme forms part of the Council’s policy on employment opportunities for people with disabilities. No other information from the monitoring form will be considered in any way during the appointment process. In order to monitor the effectiveness and success of this policy please provide the information requested below. The details supplied by you on this form are confidential, but will form part of the record of the successful candidate.

My sex is My age is

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**DISABILITY**

The Disability Discrimination Act says that you may be disabled if you have a substantial physical or mental impairment that affects your ability to carry our day to day activities and which has lasted, or is likely to last, for more than 12 months. Please provide details of the nature of your disability. Declaring your disability will not have any adverse effects on your application. You might also be entitled to further support.

Do you consider yourself to have a disability?

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If you have indicated ‘yes’, please state the nature of your disability

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**MY CULTURAL ETHNIC ORIGIN IS**

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**WHAT, IF ANY, IS YOUR RELIGION/BELIEF?**

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**DO YOU CURRENTLY WORK FOR SADDLEWORTH PARISH COUNCIL?**

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