# **ST DENNIS PARISH COUNCIL**



The Claytawc Centre Fore Street St Dennis St Austell PL26 8AF Tel: **01726 821700** 

Email:clerk@stdennisparishcouncil.org.uk Website:**www.stdennisparishcouncil.org.uk** Urgent Tel No: 07543572433

# **PART 1 of APPLICATION FORM – Confidential**

### Please fill in this form by hand using BLACK INK

Post applied for:

#### 1. Personal Details

Surname:	Fore Names:
Permanent Address:	Contact Numbers (please tick and give preferred contact number) Home:
	Mobile:
Postcode:	Email:

### 2. Current or most recent appointment

Name of Employer:	Position Held:
Address:	Salary:
	Date of Appointment:
Postcode: Email:	Period of notice required:
Are you currently employed? Yes No	If not employed, last day of employment:

3. Please give a brief description of your current duties and responsibilities (or in your last organisation if unemployed)

4. Employment History

Please give details of all jobs held starting with your current or most recent employer (continue on a separate sheet if necessary)

		separate sheet if hecessary		
From	То	Name of Employer	Position Held / Key	Reason for
			achievements	leaving

5. Educational Qualifications obtained. You may be asked to produce evidence if short listed for interview (Continue on a separate sheet if necessary)

Qualification Level	Subject	Grade
(e.g. CSE, GCSE, O/A Level,	(e.g. English, Mathematics,	(e.g. A, B, C, 1, 2, 3,
NVQ, Degree)	Typewriting, Business	Distinction, Pass)
	Administration)	

6. Other Training. Please give details (e.g. relevant specialist training, in-house training, etc.) including details of education currently being undertaken or planned.

Description of Course/Qualification (please indicate if completed or ongoing)	Date

#### 7. Current Membership of Professional Bodies

Institute or Association	Grade of	How Obtained	Date
	Membership	(e.g. election or qualification)	Obtained

# 8. Supporting Statement

(Please provide details to demonstrate how you meet the person specification. Continue on a separate sheet if necessary). 9. Please state any other interests/unpaid work you are involved with which you feel supports your application for this post.

10. Please tick as appropriate	YES	NO
Do you hold a full current Driving License?		
Do you have the use of a car or other form of transport?		

### 11. Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us. We may also use the information if there is a compliant or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

By Signing the application form, we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

#### 12. Declaration

I Declare that to the best of my knowledge all the information on Parts 1 and 2 of this form and any additional material supplied is correct. I fully understand that withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or in dismissal.

Signature:

Date: / /

# PART 2 of APPLICATION FORM PERSONAL INFORMATION – Confidential

The Personal information and Equal Opportunities Monitoring form will be detached from part 1 of the application form and be held by the Parish Clerk for information and monitoring purposes only. These sections will not be seen by the selection panel.

## Please fill in this form by hand and use BLACK INK

Personal Details	
Surname:	Fore Names:
Date of Birth:	National Insurance Number:

Please tick as appropriate			Yes	No
Are you related to or closely acquainted with any member or employee of				
St Dennis Parish Council?				
If ' <b>YES'</b> Please give details:				
If you have a disability are t	here any arrangements which w	ve can make for yo	u if you	are
called for an interview and/or work base exercise? If so, please specify				
Where did you see the advertisement for this post?				
St Austell Voice	Cornish Guardian	Parish Council W	/ebsite	
CALC Website	Social Media	Other Please sta	te	

Please indicate two referees who can provide references – one of whom should be your present employer (or last employer if unemployed). Your agreement may also be sought to contact previous employers if necessary. Please do not use relatives.					
· · · · ·	yers if necessary. Please		latives.		
Name:		Name:			
Employer Deferse Addr	0001	Employer De	force Ad	drace	
Employer Referee Addr	ess.	Employer Re	eleree Au	uress.	
Postcode:	Tel No:	Postcode:		Tel No:	
		-			
Email		Email			
Address:		Address:			
Can this person be contacted prior to		Can this person be contacted prior to			
interview?		interview?			
Yes No		Yes	No		

### Equality Monitoring Form

St Dennis Parish Council is committed to ensuring that our services, policies and practices are free from discrimination and prejudice and that they meet the needs of all of the community. For us to check we are providing fair and effective services, we would be grateful if you would answer the questions below. You are under no obligation to provide the information requested, but it will help us greatly if you do.

#### About You:

1	Please enter your postcode	Prefer not to
		say
2	Please give your age	Prefer not to
		say
3	How do you describe your	Prefer not to
	Gender?	say
4	How do you describe your	Prefer not to
	ethnic origin?	say

Please read through carefully before selecting the ethnic group that you feel most closely reflects your background

White			
English, Welsh, Scottish, Northern Irish	-	Gypsy/Roma	-
British	-	Traveller of Irish Heritage	-
White Cornish	-	C	
Irish			
Any other white background, please write	below	<i>I</i> :	
Mixed			
White & Asian	-	White & Black African	-
White and Black Caribbean	-	Mixed Cornish	-
Any other mixed background, please write	e belov	V:	
Asian			
Bangladeshi	-	Indian	-
Pakistani	-	Asian Cornish	-
Chinese	-		
Any other Asian background, please write	below	/:	
Black			
African	-	Caribbean	-
Black Cornish	-		
Any other Black background, please write	below	:	
Other Any other ethnic group, please write	te belo	W	

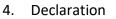
1. Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

	Yes	No
If YES, please provide details		

2. If you are successful in your application, would you require a work permit prior to taking up employment?

Yes No

3. Please list any convictions which are not "spent" as defined in the Rehabilitation of Offenders Act 1974 (as amended). Any criminal record declared will not necessarily be a bar to a successful application.



I Declare that to the best of my knowledge all the information on Parts 1 and 2 of this form and any additional material supplied is correct. I fully understand that withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or in dismissal.

Signature:

Date:	/	/

Please return completed forms with accompanying C.V. to: <u>clerk@stdennisparishcouncil.org.uk</u> or via post to Lynn Clarke, Clerk to St Dennis Parish Council, ClayTAWC, Fore Street, St Dennis PL26 8AF