

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: 07464120377

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: |
| | Period of notice required: |
| Postcode: Email: | |
| 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 a separate sheet if necessary)

| From | To | Name of Employer | Position Held / Key achievements | Reason for 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 (e.g. CSE, GCSE, O/A Level, NVQ, Degree) | Subject (e.g. English, Mathematics, Typewriting, Business Administration) | Grade (e.g. A, B, C, 1, 2, 3, Distinction, Pass) |
|--|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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 Membership | How Obtained (e.g. election or qualification) | Date Obtained |
|--------------------------|---------------------|--|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

8. Supporting Statement

(Please provide details to demonstrate how you meet the person specification.
Continue 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 'YES', please give details: | | | |
| If you have a disability are there any arrangements which we can make for you 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 Website | |
| CALC Website | Social media | Other Please state | |

| | | | |
|--|-----------|--|-----------|
| 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. | | | |
| Name: | | Name: | |
| Employer Referee Address: | | Employer Referee Address: | |
| Postcode: | Tel No: | Postcode: | Tel No: |
| Email Address: | | Email Address: | |
| Can this person be contacted prior to interview? | | Can this person be contacted prior to 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 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 Gender? | | Prefer not to say | |
| 4 | How do you describe your ethnic origin? | | Prefer not to 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 | - | | |
| Irish | | | |
| Any other white background, please write below: | | | |
| Mixed | | | |
| White & Asian | - | White & Black African | - |
| White and Black Caribbean | - | Mixed Cornish | - |
| Any other mixed background, please write below: | | | |
| 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 below | | | |

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.

4. 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: / /

Please return completed forms and C.V. to:

clerk@stdennisparishcouncil.org.uk

or via post to

Lynn Clarke, Clerk to St Dennis Parish Council, ClayTAWC, Fore Street, St Dennis PL26 8AF