**PERSONAL INFORMATION**

(CONFIDENTIAL)

Please refer to the Information Pack when completing your application

|  |
| --- |
| Post title: **Clerk to the Council and Responsible Financial Officer.** |

**1. Personal Details:**

|  |
| --- |
| Name :  Address :  Post Code : |

|  |
| --- |
| Contact details : (Please tick ✓ preferred contact detail)  E-mail address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone : Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)  Mobile: ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional) |

**2. General**

|  |
| --- |
| Do you hold a current driving licence? ❑ Yes ❑ No Do you own a car? ❑ Yes ❑ No  Is it a Full / Provisional / LGV / PCV Licence?  Are there any adjustments that may be required to be made should you be invited for interview?  If so, please state here: |

Please indicate two people who can provide references - one of whom should preferably be your present/most recent employer:

|  |  |  |
| --- | --- | --- |
| Name:  Address:  Tel. No:  E-mail:  Occupation:  I give/do not give permission to take up references  prior to an offer of employment being made  (delete clearly as appropriate) |  | Name:  Address:  Tel. No:  E-mail:  Occupation:  I give/do not give permission to take up references  prior to an offer of employment being made  (delete clearly as appropriate) |

Please note that, as part of our standard reference, we will be asking for information concerning days lost due to sickness absence.

Please contact your referees if you do not wish for this information to be released. References will only be sought if you are short listed for the role.

**PERSONAL INFORMATION** continued

(CONFIDENTIAL)

Please refer to the Information Pack when completing your application

**3. Employment History**

Please give details of all jobs held, including part-time and unpaid work, starting with your current or most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Employer (Name & Full Address) | Posts Held / Main Duties & Responsibilities | Dates of Employment (to and from) | Reason for Leaving |
|  |  |  |  |

|  |
| --- |
| Period of Notice required to terminate present employment : |

**PERSONAL INFORMATION** continued

(CONFIDENTIAL)

Please refer to the Information Pack when completing your application

**4. Educational, Technical and Professional Qualifications**

|  |
| --- |
| Please name any School, College, University or professional body in full and include attainment level |

**5. Personal Development**

|  |
| --- |
| Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable) |

**COMPETENCY APPLICATION FORM**

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please refer to the Person Specification when completing your application

In this section, you are asked to outline your knowledge, skills and experiences to meet the competencies required for this role (as outlined in the Person Specification). You should draw on your experiences from your current or previous roles or from other relevant activities (such as voluntary work).

|  |
| --- |
| **Experience** |

|  |
| --- |
| **Abilities** |

|  |
| --- |
| **Knowledge** |

**COMPETENCY APPLICATION FORM** continued

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please refer to the Person Specification when completing your application

In this section, you are asked to outline your knowledge, skills and experiences to meet the competencies required for this role (as outlined in the Person Specification). You should draw on your experiences from your current or previous roles or from other relevant activities (such as voluntary work).

|  |
| --- |
| **Motivation** |

|  |
| --- |
| **Personality** |

|  |
| --- |
| **Circumstances** |

**COMPETENCY APPLICATION FORM** continued

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Please refer to the Person Specification when completing your application

In this section, you are asked to outline your knowledge, skills and experiences to meet the competencies required for this role (as outlined in the Person Specification). You should draw on your experiences from your current or previous roles or from other relevant activities (such as voluntary work).

**Health and Safety**

**Qualifications**

**Other** Please provide additional information that you feel will support your application (i.e. key achievements)

**PERSONAL INFORMATION** continued

(CONFIDENTIAL)

|  |
| --- |
| 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: |

Please refer to the Information Pack when completing your application

|  |
| --- |
| If you are successful in your application, would you require a work permit? ❑ Yes ❑ No |

**Data Protection Statement**

|  |
| --- |
| Our purpose for processing this information is to assess your suitability for the role you have applied for.  The lawful basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract.  We will use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us.  We will not share any of the information you provide with any third parties for marketing purposes.  We will use the contact details you give us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role.  If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity and reliability.  If your application is successful, we will provide you with details of our policies and procedures.  If your application is unsuccessful, we will retain your details for 6 months and then they will be destroyed. |

**6. Declaration**

|  |
| --- |
| I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.  Signature Date |

Please return your completed application form:

Via email to: [clerk@felphampc.gov.uk](mailto:clerk@felphampc.gov.uk)

Or

Post to: The Clerk, Felpham Parish Council, Felpham Community Hall, Meaden Way, Felpham, West Sussex, PO22 8FA

**Applications must be received before 12.00 on the 11th June 2021.**

Applicants selected for interview will be contacted as soon as possible after that date.

**Please ensure you complete the sections on the next two pages before submitting your application.**

**REHABILITATION OF OFFENDERS ACT 1974**

|  |
| --- |
| **CRIMINAL CONVICTIONS:**  Under the above act certain convictions become “spent” after a specific period of time, and those with spent convictions are not required to disclose the conviction on an application form if asked to do so.  A sentence of longer than 2 ½ years in prison never becomes spent.  Q: Have you ever been convicted of a criminal offence which has not become “spent” under the above act? YES \_\_\_\_\_\_\_  Tick your  NO \_\_\_\_\_\_\_ answers.  Q: Are you subject to pending criminal prosecutions or proceedings? YES \_\_\_\_\_\_\_  NO \_\_\_\_\_\_\_  Please give the nature of any “unspent” convictions or pending criminal proceedings (not including minor traffic offences). If you are in any doubt about your answer to the above question(s), ensure that you obtain clarification of your circumstances before making an application.  Details: |
| **NOTE:** **Because of the responsibilities associated with this position Felpham Parish Council will undertake a DBS check as part of the interview/appointment process. The successful outcome of such check is required before final appointment approval is confirmed.** |
| I declare that the information I have given in this section is accurate and true.  Signature Date |

**EQUAL OPPORTUNITIES MONITORING**

This section of the application will be detached from your application and will be used solely for monitoring purposes.

Felpham Parish Council recognises and actively promotes the benefits of diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applicants from all sections of the community.

|  |
| --- |
| **White:**  ❑ British ❑ Irish ❑ Any other white background\*  **Mixed:**  ❑ White and Black Caribbean ❑ White and Black African ❑ White and Asian ❑ Any other mixed background\*  **Black or Black British:**  ❑ Caribbean ❑ African ❑ Any other black or black  British background\*  **Asian or Asian British:**  ❑ Indian ❑ Pakistani ❑ Bangladeshi ❑ Any other Asian or Asian  British background\*  **Chinese or Other Ethnic Group:**  ❑ Chinese ❑ Other Ethnic Group\*  \* please specify |

|  |  |  |
| --- | --- | --- |
| **Gender :** ❑ Male ❑ Female |  | **Date of Birth : Age:** |

|  |
| --- |
| **Do you consider yourself to have a disability?** ❑ Yes ❑ No  If ‘yes’, please state nature of disability:  The Disability Discrimination Act 1995 defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”. |

If you wish, you may disclose information about yourself in this section regarding your:-

|  |
| --- |
| Religion  Sexual orientation |

|  |
| --- |
| **How did you become aware of this vacancy?**  Media : Date : |

Please submit your completed form as shown on page 8