

Pontesbury Parish Council

APPLICATION FOR EMPLOYMENT

Please type or complete this application form in black or blue ink.

Please return this form by 17.00 Friday 4th February 2022, preferably by email to clerk@pontesburypc.org.uk or to the following address:

8 Holbache Road, Oswestry, Shropshire, SY11 1RP Tel: 01691 661157

POST APPLIED FOR: Finance/Admin Officer

FIRST NAME(S):	SURNAME:
ADDRESS:	Do you have a car available for use at work? YES NO (please circle)
POSTCODE:	Do you have a current driving licence? YES NO (please circle)
CONTACT NO(S):	
EMAIL ADDRESS:	

CRIMINAL CONVICTIONS

In accordance with the Rehabilitation of Offenders Act 1974, please give details of any criminal convictions, which may be relative to your application.

RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE

To your knowledge, are you related to any member or employee of the Council? (Please circle).

YES

NO

If YES, please provide details:

NB: Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed, may be dismissed without notice.

EDUCATION & TRAINING (from age 11) Please provide details of qualifications achieved

QUALIFICATIONS (Type & Subject)	NAME OF SCHOOL, COLLEGE, UNIVERSITY.	GRADE / LEVEL ATTAINED

TRAINING

Please give details of any training you may have undertaken which may be relevant to the post applied for:

MEMBERSHIP OF PROFESSIONAL BODY

NAME OF PROFESSIONAL BODY	LEVEL OF MEMBERSHIP	DATE ACHIEVED MM/YY

WORK HISTORY

PRESENT EMPLOYER:

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING

PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING

Continue on a separate sheet if necessary.

Please tell us why you consider you are a suitable candidate for this appointment.

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure you state your skills and experience in relation to the main duties and responsibilities in the Job Description and the key criteria in the Person Specification. (Continue on a separate sheet if necessary.)

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Two references are required both of whom should be able to comment on your work/career background. Please include your most recent employer.

FIRST REFEREE	SECOND REFEREE:
NAME:	NAME:
ADDRESS:	ADDRESS:
TEL NO:	TEL NO:
EMAIL:	
How long have they known you?	How long have they known you?
In what capacity?	In what capacity?
Can the person be contacted prior to interview?	Can the person be contacted prior to interview?
YES NO	YES NO
Notice to be given to terminate present employment?	Please indicate where you saw the advertisement for the post:
<p>I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. I understand that if I have provided false or misleading information in response to any questions on this form, or have failed to disclose information, this will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my explicit consent to the processing of data contained or referred to on this form, in accordance with the Data Protection Act 1998 and any subsequent legislation.</p>	
<p>SIGNED: _____ DATE: _____</p>	