



FERNHURST PARISH COUNCIL

Application For Post of Parish Clerk

Guidance For Applicants

Please complete all sections of the application form comprehensively to the best of your ability; append additional sheets if necessary.

If you have any additional needs please indicate so that we can assist you with the selection process.

Information in Support of your Application

Please tell us why you are the best candidate for the position, your reasons for applying and explain how you meet the person specification. Offer evidence and examples of how your skills, knowledge and experience meet these short-listing requirements.

References

A minimum of two references are required; preferably your two most recent/current employers. References will be taken up for any successful candidate.

**CLERK & RESPONSIBLE FINANCIAL OFFICER
APPLICATION FORM**

Private & Confidential

Surname:	First Name(s):
Address:	Contact Phone No:
Postcode:	Contact Email:

Referees

Two references are required: able to comment on your career/work ability and background.

First Referee	Second Referee
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Tel No:	Tel No:
Email:	Email:
Known between which dates and in what capacity:	Known between which dates and in what capacity:

Unspent Convictions

Have you any unspent convictions outside of the Rehabilitation of Offenders Act 1974?

Guidance is available here: <https://www.gov.uk/tell-employer-or-college-about-criminal-record/driving-convictions>

Please provide details of any unspent convictions below:

Immigration, Asylum & Nationality Act 2006

Prior to any employment you will be required to provide evidence (Passport or other documents on the Approved List) that the Act is being complied with.

To work in the United Kingdom do you require a valid work permit? Yes/No

If yes, please provide details:

Relationship to Council Member or Employee

Are you related, or known to, any member or employee of Fernhurst Parish Council?
Yes/No

If yes, please provide details:

Declaration

I declare that the information I have provided is true and complete to the extent of my knowledge and belief. I understand that any material information which is false, misleading, or omitted, will disqualify my application and render any Contract of Employment void, subjecting me to dismissal without notice.

Data Protection

If I am employed by Fernhurst Parish Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:
Electronic signatures accepted

Dated:

Print Name:

Education & Training (from age 11)

Please give details of examinations passed, qualifications achieved and any membership of professional bodies.

Examination/ Qualification	Educational Institution	Grade/Level Attained	Date Achieved

Training

Please give details of any training relevant to the position applied for:

Membership Of Professional Bodies & Associations

Name of Body/Association	Level of Membership	Date Achieved

Other Interests

(Any Voluntary Work, Sports, General Interests)

--

Employment History

Present or Most Recent Employment

From	To	Name & Address of Employer	Job Title & Brief Outline of Duties	Salary/ Reason for Leaving (if Applicable)

Previous Employment – most recent first

From	To	Name & Address of Employer	Job Title & Brief Outline of Duties	Salary/Reason for Leaving

Please tell us why you are a suitable candidate for the role of Parish Clerk.

Why you are interested in the position, your relevant skills and experience. Indicate their application to the Key Criteria in the Person Specification and Main Duties and Responsibilities in the Job Description. Evidence of leadership qualities, a willingness to learn and adaptability would also be relevant.