



## Application for the Post of Clerk

Job Details	
<b>Where did you see the post advertised?</b>	(This will help us with advertising future posts)
Personal Details	
<b>Surname:</b>	<b>First name(s):</b>
<b>Preferred title</b> (eg Mr/Mrs/Miss/Ms/Dr/Other):	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone numbers</b>	
<b>Home:</b>	<b>Mobile:</b>
<b>Personal email:</b>	
(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
It is unlawful for us to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, we will ask you for evidence to satisfy Godalming Town Council that you have the right to live and appropriate right to work in the UK.	
<b>Do you require a work permit to work in the UK?</b>	Yes/No
References	
<i>(please refer to the Guidance Notes at the end of this form)</i>	
<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Name of Organisation:</b>	<b>Name of Organisation:</b>
<b>Address:</b>	<b>Address:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Email Address:</b>	<b>Email Address:</b>
<b>Tel No:</b>	<b>Tel No:</b>
<b>How long have you known this person and in what capacity?</b>	<b>How long have you known this person and in what capacity?</b>
Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.	Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.

Present or Most Recent Employment			
Name of Employer:			
Address of Employer:			
Post Code:			
Job Title:		Dates employed:	
Current or final salary:		Period of notice required:	
Please give a brief outline of your main responsibilities:			
<div></div>			
Previous Employment			
<i>Please list all previous employment in chronological order (most recent first)</i>			
Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Training			
<i>Please give details of all educational qualifications obtained and those currently being pursued</i>			
Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

Professional of Job Qualifications
Qualifications or membership of professional or technical bodies (please indicate whether by examination or election)

Other training relevant to the application

**Information in Support of Your Application**

*(please refer to the Guidance Notes at the end of this form)*

If further space is needed, please continue on a separate A4 sheet.

Health	
The Equality Act 2010	
We welcome applications from people with disabilities. If you need any particular arrangements to be made in order for you to be interviewed for this position at our premises, please give details. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.	
Do you require any reasonable adjustments for the interview and selection process?	Yes / No
If <b>YES</b> , please give details for any requirements i.e. level access required.	

Rehabilitation of Offenders Act 1974
Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows Witley & Milford Parish Council’s Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position at Witley & Milford Parish Council.

Additional Information	
<b>Driving Licence:</b>	
<b>Do you hold a current driving licence?</b> Yes/No If <b>yes</b> , please state the type of licence you hold:	<b>Are you a car owner?</b> Yes/No If <b>no</b> , do you have access to a car?
<b>Do you have any current endorsements?</b> Yes/No If <b>yes</b> , please specify:	

Declaration
<p>I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.</p> <p><b>Data Protection:</b></p> <p>If I accept employment with Witley &amp; Milford Parish Council, I consent to my personal information being held by Witley &amp; Milford Parish Council for the administration of my Contract of Employment.</p> <p>Signed:</p> <p>Name: _____ Date: _____</p> <p><i>If this form has been completed electronically, please indicate your consent: Yes/No and, if you are appointed following an interview, please give the Clerk a signed copy to be held on the personnel file.</i></p>

## **Brief Guidance Notes for Job Applicants**

Please complete the different sections of the application form to the best of your ability and only append additional sheets when you have run out of space.

### **References**

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will be taken up if you are the successful candidate following the interviews.

### **Information in Support of your Application**

This is your opportunity to tell us why we should offer you the position.

Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.