



Applicant Number	(To be completed by RPC)
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Job Application Form

Private & Confidential

Thank you for requesting an application form for a vacancy at Rustington Parish Council. We will use this form to help us decide your suitability for the job, so please ensure that it is accurate and complete.

The information you provide on this form will be used in accordance with the Data Protection Act and your form will be retained for six months from the closing date. The application form of the successful candidate will form part of their personnel file and may be used for several employment related purposes.

Please note: CV's will not be accepted. All sections of the application form must be completed. Please use extra A4 sheets, if necessary, to ensure satisfactory information is provided.

This form should be completed in black ink. Your application may not be considered if you do not complete all sections.

Post Applied for	Clerk of the Council
Closing date	
Location	Rustington Parish Council Offices - BN16 3HB
Applicant Name:	

Where did you see the post advertised?	(this will help us with advertising future posts)
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Personal Details:

Last Name	
Forenames Name(s)	
Title	Mr / Mrs / Miss / Ms / Other (Please delete as appropriate)
Known As	
Address & Postcode	
Home Telephone	
Mobile Telephone	
Work Telephone	May we ring you at work? Yes/No
Email Address	(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview and outcomes where appropriate)
Do you have a full Driving Licence?	Yes/No (Please delete as appropriate)



Current or Most Recent Employment:

Position Details	Current / Most Recent (indicate which the following details apply to)
Name of Employer	
Address & Postcode of Employer	
Nature of Business	
Reasons for Leaving	
Period of Notice Required	
Job Title	
Department	
Dates Employed	
Current or Final Salary	(per annum)
Other Allowances	
Please give a brief outline of your main responsibilities: <i>(Please use a separate sheet if necessary. If you wish to attach a job description or a diagram of your position in the structure of the organisation, please do so).</i>	



Previous Employment:

Please give details below of all your previous employment, starting with the most recent. Include separate details about different posts with the same employer. Exact dates of employment must be given. (Continue on a separate sheet if necessary)

Name of Employer	Position Held	Reason for Leaving	From		To	
			M	Y	M	Y

Education & Qualifications:

Please give details of all educational qualifications obtained and those currently being pursued. (Continue on a separate sheet if necessary).					
Education (including Part Time) – Secondary, Further or Higher.					
Name of School, College, University etc.	Date From	Date To	Subjects studied/ Qualifications gained	Year obtained	Result / Grade

Relevant Training:

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments.		
Course Title	Organisation / Provider	Dates

Membership of Professional Institutes:

Institute	Level of Membership	Year of Award

Other Experience:

Please tell us about any other experience (e.g. work experience, voluntary work) that you think may be relevant to your application.	
Experience	From/To

**Gaps in Employment or Training:**

Details should be given for any period not accounted for by employment, education or training.

Date From	Date To	Reason for Gap

Information in Support of Your Application:

This is your opportunity to tell us why we should offer you the position. You are asked to provide evidence of how you meet the requirements of the post with reference to the Job Description and Person Specification. This evidence should include examples where appropriate from your current or previous experience. Please answer fully as this information will be used to shortlist candidates for interview. You may use separate A4 sheets if necessary.

**Interests and General Information:**

Please tell us anything that you think may be relevant or useful to your application.
You may use a separate sheet if necessary.

References:

A minimum of two references are required and our preference would be your two most recent employers including your current employer, if you are in employment. For students, one referee should be from your college. Internal candidates are required to provide one referee who must be their current manager. For posts working with children, internal candidates must provide two referees including their current manager.

Except for posts working with children, references will only be taken up for successful candidates who are offered a post following the interviews.

Name		
Job Title		
Name of Organisation		
Address		
Telephone No.		
Fax No.		
E-mail		
How long have you known this person and in what capacity?		

I confirm that I am happy for Rustington Parish Council to approach the referees listed above.

Are we able to contact referees prior to interview? **Yes/ No** *(Please delete as appropriate)*

Signed _____

Date _____

Print Name _____

Wherever possible we prefer to make contact by email, please ensure your referees are aware of this.

Relationships:

Are you related to any employee or elected Member of Rustington Parish Council?

Yes/No (If yes, please give details below)

Canvassing Members or staff of the Council, directly or indirectly in connection with any appointment shall disqualify the candidate.



Eligibility to Work in the UK:

The Immigration, Asylum and Nationality Act 2006 requires all employers in the UK to make basic document checks of every candidate, before they commence employment.

Are you eligible to work in the United Kingdom and are you able to provide proof of this?	Yes/No
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If selected for interview, you will be required to bring along original documents to provide evidence that you are eligible to live and work in the UK and copies will be taken at interview. If unsuccessful these copies will be destroyed in accordance with the Data Protection Act 2018. If you are offered the post these original documents will be retained on your personnel file.

If you are currently working in the UK with VISA restrictions, please provide the following information:

Visa Number:

Expiry Date:

Data Protection:

The information that you have provided will be handled and processed in accordance with the Data Protection Act 2018. If you are appointed, the information will form part of your personnel record and may be used by the Town Council for business purposes including the administration of the Contract of Employment, to fulfil legal obligations and for the prevention and detection of fraud.

Equal Opportunities:

Rustington Parish Council is an equal opportunities employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

The Equality Act 2010 defines a person as having a disability if he/she "has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal daily activities".

If shortlisted for the position, we will ask you if any arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

We will treat the information you provide in this section as strictly confidential.

Criminal Convictions:

Because of the nature of the work, many posts within the Parish Council are exempt from the provisions of the Rehabilitation of Offenders Act 1974 and associated Order. Applicants for these posts are not therefore entitled to withhold details of previous convictions that for other purposes may be considered as “spent”, unless they are classed as ‘protected’ under the amendments to the Exceptions Order 1975 (2013), which provide that certain spent convictions and cautions are not subject to disclosure to employers and cannot be taken into account. Guidance & criteria on the filtering of these cautions and convictions can be found on the Disclosure & Barring Service website.

If the nature of your work involves substantial access to children or other vulnerable groups you will be required, under the Police Act 1997, to apply for a Disclosure Certificate from the Disclosure & Barring Service so checks can be made in respect of your application. The level of disclosure will be indicated in the recruitment information.

Please give details in the box below of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974, including dates and sentences. A criminal record will not necessarily stop you from being considered for the post. We will treat the information you provide as strictly confidential.

Declaration:

By signing this declaration, you are agreeing with the statements below which may be referred to in the future.

- I declare that the information contained in this application form is true and correct.
- I confirm that I have not deliberately withheld any relevant information that could affect the Council's decision to employ me.
- 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.
- I understand that if appropriate, a Disclosure & Barring Service check will be carried out.
- I understand that if I am not successful, Rustington Parish Council will retain the application form for 6 months after which time it will be destroyed.
- If I accept employment with Rustington Parish Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Name: _____

Signature: _____

Date: _____

Submitting this completed application form electronically signifies your acceptance of the above declaration.



Please return this form to:

Emily Simpson - West Sussex Association of Local Councils

Telephone: 07881 714526

Email: admin@wsalc.co.uk