

COOKHAM PARISH COUNCIL

APPLICATION FORM FOR THE POSITION OF CLERK OF THE COUNCIL/ RESPONSIBLE FINANCIAL OFFICER

PRIVATE AND CONFIDENTIAL

NAME:.....

POST: Parish Clerk & Responsible Finance Officer

CLOSING DATE: 18/01/10

Please complete the Application Form in your own handwriting. Further sheets may be used as desired. Please number them. You may attach any other relevant supplementary information to this form, but all sections of the form must be completed as fully as possible.

PERSONAL DETAILS

Surname	Other names	Preferred Title Eg. Mrs/Ms/Miss/Mr
Home address	Telephone number	
	Home	
	Business	
	Email address	
Current Full Driving Licence YES/NO	Vehicle Owner YES/NO	Car Available for office use YES/NO

REFERENCES

A minimum of TWO references are required of whom one should be your present employer (or most recent employer if not currently employed). Employment references are required for at least the past three years.

1) Name	2) Name
Address	Address
Occupation	Occupation
Telephone No	Telephone No

Please indicate if you do not wish Cookham Parish Council to take up a reference prior to interview and why.

EDUCATION

You may wish to give details of other Training and Development activities (e.g. project work, secondments, etc) under supplementary information on page 5. Please give details of Schools, Colleges, etc attended, excluding primary schools, but including professional/technical training.

Full time education – please show schools attended from age 11	<p style="text-align: center;">Dates</p> <p style="text-align: center;">From To</p>	Examinations passes - date of passing and grade
Further higher education – college, university, correspondence courses etc.	<p style="text-align: center;">Dates</p> <p style="text-align: center;">From To</p>	Examinations passes - date of passing and grade
Short Courses Attended/Other training undertaken		
Studies/Training in Progress		
Membership of Professional Bodies or Institutions		

Please describe your position within your present organisation's structure, indicating to whom you report, and who report to you.
Please indicate any medical or physical conditions you have that Council as an employer should be aware of.
Why are you seeking to change your present post, or why did you leave your previous post?
Period of notice required in present post

PREVIOUS EMPLOYMENT (most recent appointment to be shown first)

Title and brief summary of duties	Employer's Name and Address
Reason for leaving	Dates of employment
Title and brief summary of duties	Employer's Name and Address
Reason for leaving	Dates of employment

SUPPLEMENTARY INFORMATION

Please detail relevant experience to date and any other factors you consider fit you for this post. (Further sheets may be used as desired.)

Interests outside work

Have you ever been convicted, cautioned or Court Martialled for any criminal offence? If so, please detail

If YES, do you have any objection to the Council instigating a Criminal Records Bureau check in relation to the above?

Are you related to any Member or Senior Officer of the Council? YES/NO
If YES, give details in a separate letter addressed to the Chairman. Failure to do so could result in disqualification or dismissal without notice.

I understand that canvassing of Members of Council, or any member of staff, directly or indirectly, for any appointment, would disqualify my application.

The information provided is correct to the best of my knowledge.

Signed

Date

Please complete and return this statement with your application form.

In order to comply with the requirements of section 8 of the Act, Cookham Parish Council has to check whether you have valid and continuing permission to live and work in the UK. In order to avoid any hint of discrimination the Council asks ALL applicants for this information.

At this stage the Council only needs to know if you are affected by the Asylum and Immigration Act 1996 and, if so, that you have a valid permission. A false assertion will render you liable for dismissal if it comes to light after you have been appointed.

Please complete either box A, box B or box C

A I am not affected by the Asylum and Immigration Act 1996

Name:

Signature:

Date:

B I declare I am affected by the Asylum and Immigration Act 1996 and that I have a current valid permission to live and work in the UK.

Name:

Signature:

Date:

C If your circumstances are not straightforward, please describe them below