

Job Application Form – Private and Confidential

Please complete ALL sections

Job Details	
Post applied for:	
Where did you see the post advertised?	
Personal Details	
Family Name:	Forename(s):
Preferred title (e.g Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone Numbers	Mobile:
Home:	Work:
Personal email:	
(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview and outcomes where appropriate)	
Asylum and Immigration	
You will be required to demonstrate to the Council that you are entitled to work and reside in the UK in compliance with current regulation	
Do you require a work permit to work in the UK?	Yes/No
References	
(please refer to the Guidance Notes for Job Applicants on page 7)	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
Email:	Email:
How long have you known this person and in what capacity:	How long have you known this person and in what capacity:
Please note that referees will not be contacted prior to interviews.	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.	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:

Postcode:

Job Title:	Dates employed:
Current or Final Salary:	Period of Note Required:

Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates from and to	Name and Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education and Qualifications

Please give details of all educational qualifications obtained and any currently being pursued

Name of School, College, University etc	Dates attended from and to	Subjects studied/qualifications worked towards	Grades and year obtained

Training

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, e.g. unemployed or voluntary work

Experience	From/To

Information in Support of Your Application
This should be referenced to the Person Specification

Large empty rectangular area for providing information in support of the application.

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 Grove 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 Grove Parish Council.

Additional Information

Driving Licence:

Do you hold a current driving licence?

Are you a car owner?

Do you have any current endorsements?
If YES, please specify:

Post-Selection Questions

In order to ensure a fair selection process, there are some necessary questions that the Council opts to put to candidates once the selection process has taken place but ahead of the interviews being carried out. These will be as follows:

Disabilities:

In order for Grove Parish Council to meet its obligations, if you are selected for interview the Council will at that point seek to ascertain whether you consider yourself to have a disability and as a result, if any adjustments need to be made or alternatives offered to enable a fair recruitment process.

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 day activities".

Eligibility to Work in the UK

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

Are you eligible to work in the UK and are you able to provide proof of this?

Yes/No

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 data protection legislation. If you are offered the post these 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:

Declaration

I declare that the information contained in this 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.

Data Protection:

If I accept employment with Grove Parish Council, I consent to my personal information being held by Grove Parish Council for the administration of my Contract of Employment.

Signed:

Date:

Name:

If this form has been completed electronically, please indicate your consent and if you are appointed following an interview, please give the Clerk a signed copy to be held on the Personnel File.

Brief Guidance Notes for Job Applicants

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

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.

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.

How to Apply

The completed application and any supporting paperwork should be sent to:

clerk@grove-oxon-pc.gov.uk or

Mr G M Mundy
Clerk to Grove Parish Council
Old Mill Hall
School Lane
Grove
OX12 7LB