



East Wittering and Bracklesham Parish Council

Job Application Form - Private and Confidential

This application form is a Word form template, designed to be completed electronically. Please contact us if you would prefer to receive a printed copy for completion by hand. When completed, please return this form via email to: enquiries@eastwitteringbrackleshampc.org.uk

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post Applied For	
Personal Details	
Family Name:	Forenames(s):
Preferred title (e.g. Mr/Mrs/Miss/Ms/Other):	
Address:	
Postcode:	
Home Phone Number:	Mobile Phone Number:
Contact Email Address:	
Asylum and Immigration Act 1996. <i>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy East Wittering and Bracklesham Parish Council that the Asylum and Immigration Act 1996 is being complied with.</i>	
Do you require a work permit to work in the UK?	
References	
<i>Please provide two referees with knowledge of your previous work/character. One should be your present or last employer. If you have worked for them for less than 6 months the second referee must be another previous employer. If one of your referees is a personal one, the referee must not be related to you</i>	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:



Telephone Number:	Telephone Number:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
Are you happy for us to contact this referee prior to interview?	Are you happy for us to contact this referee prior to interview?
Current or Most Recent Employment	
Name and address of employer:	
Postcode:	
Job Title:	Dates employed:
Current or final salary:	Period of notice required:
Please give a brief outline of your main duties/responsibilities:	



Previous Employment

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

Dates from/to	Name and address of employer	Job title and outline of main duties/responsibilities	Reason for leaving



Education and Qualifications

Please give details of all educational qualifications and those currently being pursued

Dates from/to	Name of school, college, university, etc.	Subject studied/Qualifications being worked towards	Grade and year obtained

Training

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

Course Title	Organisation	Date



Membership of Professional Institutes		
Institute	Level of Membership	Year of Award
Other experience <i>Details should be given for any period not accounted for by full time employment, education and training, e.g. unemployment, caring responsibilities, voluntary work, etc.</i>		
Experience		From/To



Information in Support of Your Application

Please supply here any information that you feel will support your application. Please continue on a separate plain A4 sheet if needed



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 the Council’s interviewing 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 East Wittering and Bracklesham Parish Council.			
Additional Information			
Driving Licence:			
Do you hold a current driving licence?		Are you a car owner or do you have access to a car?	
If YES, please state the type of licence held		Do you have any current endorsements?	
If YES, please specify any endorsements:			
Declaration			
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.			
Data Protection: If I accept employment with East Wittering and Bracklesham Parish Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment and to an Enhanced DBS check being carried out.			
Signed: 			
Print Name: 			
Date: 			
<i>If this form has been completed electronically, please indicate your consent and, if you are invited for interview, please remember to bring a signed copy of this form with you.</i>			

Please return your completed form via email to enquiries@eastwitteringbrackleshampc.org.uk and bring a signed hard copy with you if invited to interview.