Pannal and Burn Bridge Parish Council

Application for employment as Parish Clerk at Pannal and Burn Bridge Parish Council

Personal information (confidential)

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| Return this form to: [parishclerk@pannalandburnbridge-pc.gov.uk](mailto:parishclerk@pannalandburnbridge-pc.gov.uk) | | | | | | | |
| **1. Personal Details** | | | | | | | |
| Title: |  | | | | | | |
| Name: |  | | | | | | |
| Address: | | | | | | | |
| Email: | |  | | | | | |
| Telephone (Landline): | |  | | | | | |
| Telephone (Mobile): | |  | | | | | |
| National Insurance No: | |  | | | | | |
|  | | | | | | | |
| Do you hold a current driving licence? | | | | Yes |  | No |  |
| Expiry date: | | | | | | | |
| Details of endorsements (if none, please insert “N/A”) | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes |  | No |  |
| If no, please provide details. | | | | | | | |
| **2. Education** Please provide your education history including school, college and university where relevant | | | | | | | |
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| **3. Employment History** | | | |
| Name of Employer | Job title and main duties | | Date of departure and reason for leaving |
|  |  | |  |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | |
|  | | | |
| **4. References** | | | |
| Please note here the names, company name (where applicable) contact email addresses and postal addresses of two persons from whom we may obtain both work and character references | | | |
| 1. | | 2. | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | |
| **5. Personal development** | | | |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: | | | |
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| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of the GDPR to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. Should you not be successful, we will delete the information we hold on you once the new Parish Clerk has been appointed.  For more information on how we use the information you have provided, please see our general privacy notice which is displayed on our website. |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.  I understand that any offer of employment is subject to the Parish Council being satisfied with the results of any relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). |
| **Signed:** |  | Date: |
| You may print off, sign and scan your Application Form but if choose just to fill in the form and return it attached to an email, no physical signature is needed – your accompanying covering email will count for your signature. |
| You may use a separate sheet to include more information on any of the above questions making clear reference to the question references on the additional pages. |