

Hellesdon Parish Council, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norfolk, NR6 5QB
• email: clerk@hellesdon-pc.gov.uk
• www.hellesdon-pc.gov.uk

APPLICATION FORM FOR EMPLOYMENT STRICTLY CONFIDENTIAL

This application form is an integral part of our selection procedure. It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form as accurately and completely as possible.

Position Applied for: FACILITIE	S TEAM MEMBER	
Personal Details		
Mr/Mrs/Ms/Miss: Surname:	Forenames:	
Address:		
	Postcode:	
Email Address:		
National Insurance Number:		
Telephone numbers (inc. code):		
Home:	Do you have access to a car? Yes ☐ No ☐	
	Driving licence details:	
Mobile:	Details of any endorsements:	
ls your ability to perform the particular job for which you are		
Is your ability to perform the particular job for which you are applying limited in any way? Yes U No U If yes, how can we overcome this?		
NB: It may be necessary as a result of the medical questionn	aire for some candidates to undergo a medical examination.	
Are you legally eligible for employment in the United Kingdo	om? Yes 🗖 No 🗖	
Do you require a work permit to work in the United Kingdor	n? Yes 🗖 No 🗖	
Referees		
Please give details of two referees. If you have been employed w	vithin the last five years, one of these must be your current or latest	
	ce and experience in relation to the post in question. (Character unemployed for more than five years.) We will not contact the	
references of those candidates selected for interview prior to the		
Name:	Name:	
Address:	Address:	
D. d. d.	D. de de	
Postcode:	Postcode:	
Telephone No.	Telephone No.	
Reference Capacity:	Reference Capacity:	

Secondary Education
(please detail exams taken and the qualifications and results obtained)
(Please continue on a separate sheet if necessary)
Higher Education
(please detail exams taken and the qualifications and results obtained)
(Please continue on a separate sheet if necessary)
Other courses or training undertaken which you consider relevant to the position applied for:
(please detail exams taken and the qualifications and results obtained)
(Please continue on a separate sheet if necessary) Places give details of experience/skills acquired where no formal qualification has been gained
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Employment and Career History		
Current Post Name of Employer:		
Address of Employer:		
	Postcode:	
Telephone Number:	Position Held:	
	Powert Oaks	
Date Appointed:	Present Salary:	
Reason for Leaving:		
Period of Notice required for present post:		
Please give a description of your current duties:		
(Please continue on a separate sheet if necessary)		

Previous Employments	
Please tell us about other jobs you have done and about the skills you used or learned in those jobs.	
Please continue on a separate sheet if necessary	
Convictions	
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Supporting Statement		
Please use this space to give details of how your experience, sk and/or through study, relate to the detailed requirements of the jup to two sheets which you should attach to the back of this app CVs will not be accepted	ob description and person specification. You can continue on	
Hobbies and Leisure Interests		
Where did you see this position advertised?		
Declarations		
	ney are related to any Member of the Parish Council, or to	
an employee of the authority. Are you related to a Member or employee of the Council? Yes \square No \square If yes, please state name and relationship:		
Canvassing of members, directly or indirectly, for any employment or contract under the Council shall disqualify the candidate for such appointment.		
To the best of my knowledge, the information I have given is cor		
give relevant information could disqualify my application and, if I Signature of Applicant:	am appointed, could lead to my instant dismissal. Date:	
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Please return this form by email to clerk@hellesdon-pc.gov.uk or in a sealed envelope marked "Private & Confidential" to: Faye LeBon, Clerk to Hellesdon Parish Council, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norfolk NR6 5QB. DEADLINE MONDAY 3rd JUNE at MIDDAY

For Office Use Only:	
Short Listed for Interview?	Yes 🗖 No 🗖
If not, give brief reasons:	