

Hellesdon Parish Council, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norfolk, NR6 5QB  
• email: [clerk@hellesdon-pc.gov.uk](mailto:clerk@hellesdon-pc.gov.uk) • [www.hellesdon-pc.gov.uk](http://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:** **DEPUTY CLERK**

### **Personal Details**

Mr/Mrs/Ms/Miss: Surname: Forenames:

Address:

Postcode:

Email Address:

National Insurance Number:

Telephone numbers (inc. code):

Home:

Mobile:

Do you have access to a car? Yes  No

Driving licence details:

Details of any endorsements:

Is your ability to perform the particular job for which you are applying limited in any way? Yes  No   
If yes, how can we overcome this?

***NB: It may be necessary as a result of the medical questionnaire for some candidates to undergo a medical examination.***

Are you legally eligible for employment in the United Kingdom? Yes  No

Do you require a work permit to work in the United Kingdom? Yes  No

### **Referees**

Please give details of **two** referees. If you have been employed within the last five years, one of these must be your current or latest employer who can comment authoritatively upon your competence and experience in relation to the post in question. (Character references on their own are not sufficient unless you have been unemployed for more than five years.) **We will not contact the referees of those candidates selected for interview prior to the interview date.**

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Telephone No.

Telephone No.

Reference Capacity:

Reference Capacity:

**Education, Training, Qualifications and Experience**

**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)

**Please give details of experience/skills acquired where no formal qualification has been gained**

**Any other qualifications/membership of professional institutions**

(Please only list information which you feel is relevant to the post applied for)

**Employment and Career History**

**Current Post**

Name of Employer:

Address of Employer:

Postcode:

Telephone Number:

Position Held:

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**

*NB: If you are applying for a job supervising, caring for, or otherwise connected with children, the elderly, those suffering from a mental disorder, serious illness, injury or congenital deformity, you must always declare any conviction for a criminal offence as the protection offered by the Rehabilitation of Offenders Act 1974 does not apply. For other jobs, only those convictions that are not "spent" need to be declared. **This post is subject to a Disclosure & Barring Service (DBS) check.***

Details of convictions (state "none" if appropriate):

**What are your reasons for applying for this post?**

**Supporting Statement**

Please use this space to give details of how your experience, skills and training - gained both within and outside of paid work and/or through study, relate to the detailed requirements of the job description and person specification. You can continue on up to two sheets which you should attach to the back of this application. **It is important that this form is completed in full – CVs will not be accepted**

**Hobbies and Leisure Interests**

**Where did you see this position advertised?**

**Declarations**

A candidate must disclose whether, to their knowledge, they 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  No

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 correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal.

**Signature of Applicant:**

**Date:**

Please return this form by email to [clerk@hellesdon-pc.gov.uk](mailto: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 FRIDAY 28<sup>th</sup> JUNE at MIDDAY**

**For Office Use Only:**

Short Listed for Interview?

Yes  No

If not, give brief reasons: