## CLANFIELD PARISH COUNCIL

## Application Form

Post applied for: **Parish Ranger**

Closing date: **4 pm Friday 18th March 2022**

|  |  |  |
| --- | --- | --- |
| Preferred Title (eg Mr, Mrs, Miss, Ms, Dr) | Last name | First name |
| Address  Post Code: | | Email Address:  Can we use email to contact you? Yes/No |
| Tel Numbers  Home:  Mobile:  Daytime Contact No: | | Do you require a work permit to work in the UK?  Yes  No  If you are offered a position you will be required to produce an appropriate qualifying document |

**Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School (11+) | Study dates | Qualifications and Grade | Date obtained |
|  |  |  |  |
| College/University | Study dates | Qualifications and Grade | Date obtained |
|  |  |  |  |
| Ongoing Professional Development | Study dates | Qualifications and Grade | Date obtained |
|  |  |  |  |

**Employment – present or most recent employer**

Name of Employer

Address

Position Held

Date started

Leaving date

Reason for leaving

Salary on leaving this post

Brief description of duties

**Employment history**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers name** | **Dates** | | **Position held** | **Reason for leaving** |
|  | **From** | **To** |  |  |

**Continue on a separate sheet if necessary**

**Personal Statement - Information in support of your application**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

Reasons for applying for this position:

**General Information**

|  |  |
| --- | --- |
|  |  |
| Are you related to any Councillor or Member of staff of the Parish Council? If so please give details |  |

|  |  |
| --- | --- |
| Do you have a current driving licence? |  |
| Do you have access to a vehicle?  Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel |  |
|  |  |
| How did you hear of this vacancy? |  |
| If you were offered the post, when could you start work? |  |

|  |  |
| --- | --- |
| Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as ‘spent’. Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years that are not ‘spent’: |  |

**References**

Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be you manager or a senior manager representing your current or most recent employer.

|  |  |
| --- | --- |
| A minimum of two references are required, one of whom should be your present (or most recent) employer. | |
| Name: | Name: |
| Address: | Address: |
| Email: | Email: |
| Position: | Position: |
| Telephone number: | Telephone number: |
| Reference can be taken up before interview, please tick as appropriate  Yes No | Reference can be taken up before interview, please tick as appropriate  Yes No |

**Positive about Disability**:

We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.

Do you consider yourself to have a disability? Yes / No

If yes, please provide brief details:

Do you have any special requirements if you are invited for interview? If so please state:

**Data Protection Act 1998**

Any personal data about you will be held in secure conditions with access restrictions. If you are unsuccessful, your application will be destroyed after 6 months. If you are the successful candidate, relevant information will be taken from this form and used as part of your personnel record.

**Declaration**

Failure to disclose true information or withhold any relevant information on this application form is likely to render any offer of employment null and void. If this information comes to light after you have been appointed, you will be liable for dismissal.

I confirm that all the information supplied in this application is correct.

I agree that Clanfield Parish Council can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

………………………………. ………………………….

Signed Date

**Clanfield Parish Council is an equal opportunities employer**

**Please send completed application form by email to:** [clerk@clanfieldpc.org.uk](mailto:clerk@clanfieldpc.org.uk) **and include ‘Parish Ranger’ in the subject line.**

**Or by post to:**

**Miss K Knowles, Clerk & RFO, Council Office, The Clanfield Centre, 2 Endal Way, Clanfield PO8 0LZ**

**CLOSING DATE: 4 pm Friday 18th March 2022**