|  |
| --- |
| **Cronton Parish Council****Application for Employment** |

****

**Private & confidential – please type this form or complete using black ink**

|  |
| --- |
| **Section 1 Job details** |
| Application for the post of: ***Clerk and Responsible Financial Officer*** |
| Closing Date: 31 October 2023  |
| **Section 2 Personal Details** |
| Title (Mr, Mrs, Miss, other) | Surname: |
| Forenames(s): | Previous surname: |
| National Insurance No. |
| Address:  |
| Post Code |
| Contact Details |
| Daytime: | Evening: |
| Mobile: | Email address: |
| **Section 3 Present or last employer** |
| **Name of organisation:** |
| Contact name: | Telephone number: |
| Address: | Email address: |
| Dates from: | To: | Grade |
| Position held: | Salary: |
| Main Duties and responsibilities: |
| Period of notice required: |
| If this is your last employer, please state why you left: |
| If this is your current employer, please state why you are applying for the post: |
| **Section 4 Previous employment** |
| Please provide details of all your previous employment **accounting for any gaps.** You should use a separate box for each position held, starting with the most recent and work back. Continue on a separate sheet if needed. |
| **Name of organisation:** |
| Contact name: | Telephone number: |
| Address: | Email address: |
| Dates from: | to | Grade |
| Position held: | Salary |
| Main Duties and responsibilities: |
| Period of notice required: |
| Reason for leaving: |
|  |
| **Name of organisation:** |
| Contact name: | Telephone number: |
| Address: | Email address: |
| Dates from: | to | Grade |
| Position held: | Salary |
| Main Duties and responsibilities: |
| Period of notice required: |
| Reason for leaving: |
|  |
| **Name of organisation:** |
| Contact name: | Telephone number: |
| Address: | Email address: |
| Dates from: | to | Grade |
| Position held: | Salary |
| Main Duties and responsibilities: |
| Period of notice required: |
| Reason for leaving: |
| **Section 5 Members of professional body – successful, we will ask you to provide evidence of membership.** |
| Name of professional body | Level of membership | Specific responsibilities, for example, chairperson | Date of entry |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Section 6 Qualifications and training** – if successful, we will ask you to provide evidence of qualifications achieved. |
| Please give details of all the qualifications you have achieved staring with the most recent. Continue on a separate sheet if needed. |
| Qualification | Level, for example GCSE, NVQ, BSc | Date achieved or expected to achieve |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Training – please give details of any training and development activities you have completed that you feel are relevant to your application. Continue on a separate sheet if needed.  |
| Training activity | Duration | Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Section 7 Other relevant skills and knowledge**- please use this section to explain why you are applying for the job. Concentrate on how your experience, training and personal qualities match the requirements of the job description and person specification. Continue on a separate sheet if required. Please also confirm the days you are available to work and any other jobs you intend to carry out in conjunction with this role  |
|  |
| **Section 8 Criminal convictions** |
| Even though you are required to disclose any ‘unspent’ criminal convictions in line with the Rehabilitation of Offenders Act 1974, we will not necessarily exclude you from employment if you have a criminal record. We will treat the information you provide as strictly confidential and we will only take this into account when the conviction is relevant.  |
| Do you have any unspent convictions? | Yes  | No  |
| If you have said ‘Yes’ above, please detail the offence(s) including date(s) and sentence(s). Continue on a separate sheet in needed.  |
| You are required to give details of all criminal convictions even if they are ‘spent’ for certain jobs. If this applies to the post you are applying for, we will clearly indicate this in the supporting information and you must complete the questions below. |
| Do you have any ‘spent’ convictions? | Yes  | No  |
| If you have said ‘Yes’ above, please detail the offence(s) including date(s) and sentence(s). Continue on a separate sheet in needed. |
| **Section 9 Immigration, Asylum and Nationality Act 2006** |
| Are you subject to immigration control? Yes/NoDo you need a certificate of sponsorship to work in the UK Yes/No |  |
| **Section 10 Referees** |
| Please supply the names and addresses of two people who are not related to you who we can contact for a reference. One must be your current or most recent employer. If you do not have any previous employment experience, a reference related to a relevant voluntary and community work or if appropriate your headteacher/lecturer/tutor will be acceptable. **You should not ask elected members of the council (councillors) or a relative to be a referee.** Please tick the box if you do not wish us to contact your referees before an offer is made.  |
| First referee’s details | Second referee’s details |
| Name  | Name  |
| Job title | Job title |
| Organisation | Organisation |
| Address | Address |
| Telephone number | Telephone number |
| Email address | Email address |
| Reference type | Reference type |
| Employer |  | Employer |  |
| Education |  | Education |  |
| Character |  | Character |  |
| **Section 11 Administration** |
| Where did you see the post advertised? |
| If you are related in any way to an elected member of the council (councillors) or an employee of the council, please give details here. |
| **Data Protection Act 1998** – we will hold information on this form on electronic records. We will keep the information confidential and only use it for payroll and personnel administration purposes. If your application is unsuccessful, we will hold the data for six months and then destroy it.  |
| **Entitlement to work in the UK** – to comply with the Immigration, Asylum and Nationality Act 2006, all potential employees will be required to supply evidence of eligibility to work in the United Kingdom (UK). |
| Declaration – I confirm that the information I have provided on this form is accurate and true. I understand that the canvassing of any councillor or employee of the council or giving false information will make my application unacceptable, and if appointed may lead to my dismissal.  |
| Name: | Date: |

**If you return your form by email without a signature, we will assume that you have accepted the declaration.**

|  |
| --- |
| **Section 12 Equal opportunities monitoring –** This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes. |
| We believe that the decision to appoint should be based upon the requirements of the job and whether an individual’s skills, experience, qualifications and abilities make them the most suitable candidate. We do not believe that an applicant’s ethnic origin, colour, religion, sex, disability, age, marital status, political or sexual orientation should have any effect upon their suitability. Please fill in the following section to help us examine our efforts in promoting fairness of employment opportunity for everyone. We will keep the information on this section confidential. If your application is unsuccessful, we will hold the data for six months and then destroy. |
| Surname | Forename(s) |
| Ref Number | Post applied for |
| Grade | Hours |
| Salary | Date of birth |
| **Gender –** please tick | Male | Female |
| http://www.puzzleboxlearning.com/wp-content/uploads/2013/06/Positive.jpg | **Disability –** we ask these questions in accordance with the Equality Act 2010. The information you provide will help us to help you through the application and interview process. |
| Do you consider yourself to have a disability? Please tick | Yes | No | Prefer not to say |
| Would the provision of any aids or adaptations assist you in carrying out the duties of this post? Please give details. |
| Is there anything we need to know about your disability in order that you can have a fair interview? For example do you need a sign language interpreter, an accessible interview room? Please provide details. |
| **Ethnic monitoring –** the following groups are recommended by the Equalities and Human Rights Commission and take into account those used in the National Census. |
| **White** |
| A1 English, Welsh, Scottish, Northern Irish, British |  |
| A2 Irish |  |
| A3 Irish traveller |  |
| A4 Any other white background. Please provide details. |  |
| **Mixed or mixed British** |
| B1 White and black Caribbean |  |
| B2 White and black African |  |
| B3 White and Asian |  |
| B4 Any other mixed or multiple ethnic background.Please provide details. |  |
| **Asian or Asian British** |
| C1 Indian |  |
| C2 Pakistani |  |
| C3 Bangladeshi |  |
| C4 Chinese |  |
| C5 Any other Asian background. Please give details. |  |
| **Black, African, Caribbean or black British** |
| D1 African |  |
| D2 Caribbean |  |
| D3 Any other black African or black Caribbeanbackground. Please give details. |  |
| **Other ethnic group** |
| E1 Arab |  |
| E2 Any other ethnic group. Please give details. |  |
| Prefer not to say. |  |
| **Religious belief** – how would you describe your religion or belief? Please tick or provide details where appropriate. |
| Buddhist |  | Muslim |  |
| Christian |  | Sikh |  |
| Hindu |  | No religion |  |
| Jewish |  | Prefer not to say |  |
| Other belief. Please give details. |  |
| **Country of birth** |
|  |

|  |
| --- |
| You may submit your application and equal opportunities monitoring form by post addressed to **The Parish Clerk, Cronton Parish Council, 7 Hampton Drive, Cronton, Knowsley WA8 5BZ or by email to crontonparishcouncil10@gmail.com** |