

FRAMWELLGATE MOOR PARISH COUNCIL



King George V Playing Fields Pavilion
Front Street, Framwellgate Moor, Durham, DH1 5BL

T: [07572 004256](tel:07572004256)

E: framwellgatemoorparishcouncil@yahoo.co.uk

Application Form

| PRIVATE AND CONFIDENTIAL | |
|---|-------------------------------------|
| Please complete this form in full and return it in a sealed envelope to the address above or email it to framwellgatemoorparishcouncil@yahoo.co.uk | |
| Position applied for: Parish Clerk | Closing Date: 02/05/2024 5pm |
| Title: | First Names: |
| | Last Names: |
| Address: | Telephone: - home: |
| | Telephone: - mobile: |
| | Telephone: - work: |
| Post Code: | Personal email: |

Employment Record: Please list current and all previous employments starting with your present or more recent position and include any voluntary roles you have undertaken. Please continue on a separate sheet if necessary

| Date From/To | Position Held/Duties | Name & Address of Employer | Reason for Leaving |
|--------------|----------------------|----------------------------|--------------------|
| | | | |
| | | | |
| | | | |

Education: – please list school, colleges and universities attended from secondary school onwards. Please continue on a separate sheet if necessary

| Date From/To | Name of school, colleges and universities | Qualification Gained /Grades |
|--------------|---|------------------------------|
| | | |

Training: - please list all trade and professional training and qualification, Government training schemes, apprenticeships, courses and secondments. **YOU WILL BE REQUIRED TO PRODUCE ORIGINALS OF ALL CERTIFICATES IF CALLED FOR INTERVIEW.** Please continue on a separate sheet if necessary

| Date | Organisation | Course Title |
|------|--------------|--------------|
| | | |

Membership of Professional Institutes – please list all memberships

| Year of Award | Level of membership | Institution |
|---------------|---------------------|-------------|
| | | |

Interests: – please give details of any outside interests or other information which you feel will support your application. Please continue on a separate sheet if necessary.

Supporting Statement: – please give your reasons for applying for this position. Include details of any experience you have which would enable you to carry out this role. This is your opportunity to explain how you meet the requirements of the Job Description and Person Specification. Please continue on a separate sheet if necessary

References: – please give the names and addresses of two referees. Referee 1 should be your present or last employer if possible.

| Referee 1 | Referee 2 |
|--|--|
| Name and relationship to you e.g. manager | Name and relationship to you e.g. manager |
| Business Name/Organisation | Business Name/Organisation |
| Address and email | Address and email |
| Contact Telephone Number: | Contact Telephone Number: |
| Can we contact this referee prior to interview YES/NO | Can we contact this referee prior to interview YES/NO |
| References will be obtained and authenticated if you are shortlisted for interview unless you request otherwise. | |

Asylum and Immigration Act 1996

It is an offence to employ anyone whose migration status prevents them from working in the UK. The Parish Council has an obligation under the Asylum and Immigration Act. Please confirm below whether, if selected for appointment, you will be able to provide a relevant document e.g. birth certificate, passport to meet this obligation prior to commencing any employment offered.

YES/NO

If NO, please explain:

Rehabilitation of Offenders Act 1974

Have you been convicted of any criminal offence that has not yet been spent? YES/NO If YES, please give details of conviction(s) and date(s)

DBS (Disclosure & Barring) Checked

Have you been DBS Checked? YES/NO

If YES what level of DBS Check have you undertaken?

Have you subscribed to the DBS Update service? YES/NO

Special Requirements

Do you require any special arrangements to be made for your [interview/assessment test] on account of a disability? YES/NO

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your [interview/assessment test] and thus meet our obligations under the Equality Act 2010:

Driving

This position does not require the applicant to hold a Full UK Driving Licence, however you may be required to drive the Parish Vehicle if you do.

Do you have a full driving licence? YES/NO
Do you have any current endorsements? YES/NO

If yes, please give details:

Declaration

I declare that all the foregoing details in this application are true to the best of my knowledge. I understand that if I knowingly provide false or withhold material information or canvassed a Councillor or Officer of the Council in support of my application, I may be dismissed from any post gained as a result. *(if emailed, the email submission will be treated as you are signing the declaration.)*

Signed..... Date.....