

FRAMWELLGATE MOOR PARISH COUNCIL



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

T: 07572 004256

Email : amanda.hopgood@durham.gov.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: amanda.hopgood@durham.gov.uk		
Position applied for: Parish Clerk		Closing Date: 01/12/2025 5pm
Title:	First Names:	Last Names: D:O:B
Address:		Telephone: - home:
		Telephone: - mobile:
		Telephone: - work:

Post Code:	Personal email:
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Employment Record: Please list current and all previous employment 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

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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.....