

Staplehurst Parish Council

Parish Clerk Application Form - 2022

Please complete in **blue or black** ink or type. You may attach additional sheets to this application form where necessary.

Vacancy applying for: Parish Clerk – Staplehurst Parish Council

1. Personal Details

Title:	Surname:
Forename(s):	
Address:	
Postcode:	Email Address:
National Insurance Number:	Mobile Telephone Number:
Home Telephone Number:	Work Telephone Number:
Do you have a current driving licence? Yes / No	Do you require sponsorship to work in the UK? Yes / No <i>(Non-UK applicants only.)</i>

2. Education and Qualifications

Please provide details of educational qualifications obtained:

General Education		School, College or University	Examinations taken/to be taken and qualifications obtained
From	To		

3. Training and Development

Please provide details of relevant training and development taken

Course	Date

4. Membership of Professional Bodies / Professional or Vocational Qualifications		
Name of Body / Qualification	Class / Grade	Date

5. Present or Most Recent Employment		
Job Title:	From:	To:
Company, Name and Address:		Salary:
		Notice Required:
Reason for Leaving / Wishing to Leave:		
Please give a brief description of your duties:		

6. Previous Employment		
Please provide details of employment covering your previous three positions (most recent first) or the last five years, whichever is greater. Any relevant voluntary work can be included. Please continue on a separate sheet if necessary.		
Job Title:	From:	To:
Company Name and Address:		
Reason for leaving:		
Please give a brief description of your duties:		
Job Title:	From:	To:
Company Name and Address:		
Reason for leaving:		
Please give a brief description of your duties:		

Job Title:	From:	To:
Company Name and Address:		
Reason for leaving:		
Please give a brief description of your duties:		

7. Experience and Achievements

The Person Specification lists the skills, experience and knowledge criteria that are required from the successful candidate. In the space below, please refer to these criteria and indicate how you feel you meet them. Please add supplementary pages to this form if necessary.

8. References

Please provide the names of at least two referees, covering the last three years of employment, one of which should be from your most recent employer, one may be a personal reference.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Relationship:	Relationship:
Do not contact yet	Do not contact yet

9. Rehabilitation of Offenders Act 1974

Have you ever been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded)? Yes / No - If yes, please provide details below.

Due to the nature of this role the successful applicant will be subject to a DBS check prior to confirmation in the post.

10. Immigration

Have you ever breached UK immigration rules? Yes / No - If yes, please provide details below.

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11. Declaration

I declare that to the best of my knowledge and belief that the information given on this form is correct.

Signature:

Date:

If any particulars provided by you in this application are found to be false or you wilfully omit or suppress any material facts, you may be liable to dismissal should you be appointed.

Privacy and Data Handling

All data supplied on this form will be used only in connection with recruitment for the Parish Clerk role and will be destroyed after six months. The Council's policies regarding data handling and use may be read at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/policies--procedures/>

Completed application forms may be posted to: Clerk to the Council

Staplehurst Parish Council, Parish Office, Village Centre, High Street, Staplehurst, Kent TN12 0BJ

or e-mailed to the Clerk to the Council at: clerk@staplehurst-pc.uk

To arrive at the Parish Office no later than 5pm Wednesday 18th May