

Brympton Parish Council

APPLICATION FORM

BRYMPTON PARISH COUNCIL

APPOINTMENT OF CLERK & RESPONSIBLE FINANCIAL OFFICER

Brympton Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent the Data Protection Act at the end of the form to provide the best chance of obtaining an interview. If you require any assistance please contact Elizabeth James 01935 424332 or clerk@brymptonparishcouncil.gov.uk. Please complete the form in full in black ink and print where possible.

PERSONAL DETAILS

Title:

Given name(s):

Surname:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

National Insurance number:

PREVENTION OF ILLEGAL WORKING

Do you require permission or a work permit to take up employment in the UK?

Yes

No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK?

Yes

No

TRAINING COURSES

Please give details of any relevant short training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title and Duration	Provider	Date

CURRENT OR MOST RECENT EMPLOYMENT

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Please provide a brief description of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)

Why do you/did you wish to leave your current/most recent job?

EMPLOYMENT HISTORY

Please list your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period From To	Job Title and main responsibilities	Reason for Leaving

RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

Please state below your reasons for applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Personal Specification and ensure you cover all of the criteria set out for this job role. This should include information about any period not accounted for in the section above by full time employment or education and training and if appropriate voluntary work. Please use a separate sheet if necessary and/or attach any supporting documents.

OUTSIDE INTERESTS AND NON-VOCATIONAL EXPERIENCE

Please give details of any outside interests or non-vocational experience which you feel will support your application.

REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name:

Position:

Address:

Post Code:

E-mail address:

Tel. No.:

Name:

Position:

Address:

Post Code:

E-mail address:

Tel. No.:

References will be obtained and their authenticity checked if you are to be offered the appointment.

RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with an Elected or Co-opted Member or employee of the Council?

Yes No

If "yes", please give details.

ADDITIONAL COMPETENCY INFORMATION

Give an example of when you have worked successfully as part of a team? What did you do?

Give an example of when you have had to resolve conflict or difficulties within a team? What did you do?

Describe an occasion where you have improved a business process or procedure. What did you do and what was the outcome?

DECLARATION AND DATA PROTECTION ACT CONSENT
--

I, the undersigned, declare that all the information given by me in this application are true to the best of my knowledge and understand that verification checks may be made and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Signed _____ Date _____

NOTIFICATION OF VACANCY

How did you find out about this vacancy? Advertisement Word of mouth Other

If 'advertisement' in which publication or if 'other' please explain.

RETURN OF COMPLETED FORM

When completed, please return the application form to be received by 5pm on Monday 31st August 2020 to: The Clerk, Brympton Parish Council. The Parish Office, Abbey Community Centre, The Forum, YEOVIL, Somerset, BA21 3TL

Please mark the envelope "Confidential – Application for the post of Clerk".

Or email to clerk@brymptonparishcouncil.gov.uk