**PEMBURY PARISH COUNCIL JOB APPLICATION FORM**

**Private and Confidential**

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| --- | --- |
| Post Applied for: | Administration Officer |
| Closing Date: | 5pm Thursday 9 May 2024 |
| Interview Date: | W/c: 20 May 2024 |

Please complete this form fully using black ink or type. CVs are only accepted when submitted with the completed application. Applications received after the closing date will not normally be considered.

**SECTION 1 PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Last Name: |  |
| First Name: |  | | |

|  |  |
| --- | --- |
| Address: |  |
|  |
|  |
| Post code: |  |

|  |  |
| --- | --- |
| Home Phone No: |  |
| Mobile Phone No: |  |
| Email Address: |  |

|  |  |  |
| --- | --- | --- |
| Are you eligible to work in th UK? | Yes | No |
| Do you hold a full UK driving licence? | Yes | No |
| If yes, do you have any points or convictions? | Yes | No |
| If yes, please give details / dates of offence(s) and sentence: | | |

If you are successful you will be required to provide relevant evidence if the above details prior to your appointment.

**SECTION 2 REHABILITATION OF OFFENDERS ACT**

|  |  |  |
| --- | --- | --- |
| Do you have any convictions that are ‘unspent’ under the Rehabilitation of Offenders Act 1974? | Yes | No |
| Do you have any pending charges against you? | Yes | No |
| If yes to either of the above questions, please give details of the type of offence / dates of offence(s) and sentence:  Failure to disclose information regarding unspent convicitons could result in an offer of employment being withdrawn or an appointment being terminated. | | |

**SECTION 3 DISABILITY DISCRIMINATION ACT**

The Disability Discrimination Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Ac defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

|  |  |  |
| --- | --- | --- |
| Do you have a disability which is relevant to your application? | Yes | No |
| If yes, please give details: | | |
| We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people. | | |
| Do we need to make any specific arrangements in order for you to attend the interview? | Yes | No |
| If yes, please give details: | | |

**SECTION 4 EDUCATION**

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first.

|  |  |  |
| --- | --- | --- |
| College or University | Course | Qualifications and Grades obtained |
|  |  |  |
| School | Subjects | Qualifications and grades obtained |
|  |  |  |

Professional or Technical Qualification

|  |  |
| --- | --- |
| Professional / Technical / Other qualifications | Course Details |
|  |  |
| Membership of any Professional / Technical Associations. | |

**SECTION 5 PRESENT EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| Name of Employer: |  | |
| Address: |  | |
|  |  | |
| Post Code: |  | |
| Post Title: |  | |
| Date of Appointment: |  | |
| Brief Description of Duties: | | |
| Period of notice | |  |
| Reason for leaving: | |  |

**SECTION 6 PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address of Employer | Date from | Date To | Job Title / Job Function / Responsibilities | Reason for leaving |
|  |  |  |  |  |

**SECTION 7 PERSONAL STATEMENT**

**Abilities, skills, knowledge and experience.**

Please use this section to explain in detail how you meet the requirements of the Job Description and Person Specification. If you are or have been involved in voluntary / unpaid activities, please also include this information. Attach and label any additional sheets.

|  |
| --- |
|  |

**SECTION 8 REFERENCES**

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (N.B. References will only be taken if you are offered employment with us.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference 1** | |  | **Reference 2** | |
| Name: |  |  | Name: |  |
| Job Title: |  |  | Job Title: |  |
| Relationship to you: |  |  | Relationship to you: |  |
| Organisation: |  |  | Organisation: |  |
| Dates Employed: | From:  To: |  | Dates Employed: | From:  To: |
| Address: |  |  | Address: |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Post Code: |  |  | Post Code: |  |
| Phone No: |  |  | Phone No: |  |
| Email: |  |  | Email: |  |

**SECTION 9 DECLARATION**

|  |  |
| --- | --- |
| I confirm that the information provided in this application is both truthful and accurate. I have omitted no acts that could affect my employment. I understand that any false or misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded and used for the purposes of assessing suitability for the post and may form the basis of my subsequent personnel file. | |
| Signed: | Date: |

Pembury Parish Council undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998 and General Data Provisions Regulations.

**RETURNING THIS FORM**

Please and return this form to:

|  |  |
| --- | --- |
| **By Hand or Post:**  Please mark your envelope “Private and Confidential”  Parish Clerk  Parish Office  Lower Green Road Recreation Ground  Lower Green Road  Pembury  Kent TN2 4DZ | **By Email:**  [recruitment@pemburyparishcouncil.gov.uk](mailto:recruitment@pemburyparishcouncil.gov.uk) |