

APPLICATION FORM

**WESTERLEIGH PARISH COUNCIL
DEPUTY CLERK**

Full Name Mr/Mrs/Miss/other (please state) _____

Date of birth _____

Address _____

Post Code _____

Telephone Number Home _____ Mobile _____

Email address _____ NI Number _____

Do you have full driving licence? YES / NO Access to own transport? YES / NO

**Do you have a dedicated area for working at home?
EG study/spare bedroom as office**

EDUCATION AND TRAINING
Please give details with most recent first

| DATES | SUBJECTS/TOPICS | ACHIEVEMENTS/QUALIFICATIONS |
|-------|-----------------|-----------------------------|
| | | |

CAREER HISTORY
Please include any voluntary work

| DATES | ORGANISATION ADDRESS | YOUR ROLE | REASON FOR LEAVING |
|-------|-------------------------|-----------|--------------------|
| | | | |

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|--|--|--|--|
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| | | | |

References:

Please give the name, address and telephone numbers of two referees that we can contact immediately, **one of these needs to be a previous or current employer the other can be a personal reference. Failure to complete this section may delay your application.**

Reference 1
 Name:.....

 Address:.....

 Postcode:.....
 Tel No:

Reference 2
 Name:.....

 Address:.....

 Postcode:.....
 Tel No:.....

We require proof that you have the right to work in the UK and you will be required to bring along evidence of your right to work in the UK to your interview. In most cases this will be a British Passport, but please find enclosed a document detailing alternative relevant documentation if this is not possible.

Criminal Record Bureau Requirements

Have you had an enhanced DBS check YES NO If yes, date of check __/__/__

If no, WPC will get a standard DBS check for shortlisted candidates.

Do you agree to this YES No

Please tick

Have you ever been convicted of any criminal offences? Yes No

Please note that exemption under the Rehabilitation of Offenders Act 1974 does not apply. You must include details of spent convictions, including those related to juvenile criminal offences

If answered 'yes' to the question above please supply the following details below.

| Date | Details of the offence (including the nature of the offence and where it occurred) | Court | Penalty |
|------|--|-------|---------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Do you have any prosecution pending? YES NO

If Yes please give details:

.....
I declare that the information given in this application form is true to the best of my knowledge.

Name:

Address:.....
.....
.....

Signed:..... Date:.....

Westerleigh Parish Council is registered under GDPR with the ICO. The information will be used for statistical purposes only and will not be used for any other purpose without your prior permission.

In your covering letter or email please give us as much of the following information as you can in no more than 500 words.

- **Why you are interested in the position and applying for it.....**
- **What qualifications you have that would help you carry out job....**
- **What experience you have that would help you carry out the job....**
- **What evidence you can show at interview to illustrate your skills for this role....**
- **Describe yourself in 5 words – what would they be?**
- **How do others describe you?**

Thank you for completing this form

**Please return the form by email or post to: Sue Simmons, Clerk to the Council,
Westerleigh Parish Council, 39 Longs View, Charfield, S Glos GL12 8HZ
Or westerleighpc@gmail.com**

Closing Date for Applications is 5pm on October 29th 2021

Westerleigh Parish Council is an Equal Opportunities employer working within GDPR

<https://www.westerleighparishcouncil.org.uk/job-vacancy/>