Job Details

Job applied for: NEW HALL BOOKINGS CLERK Closing date: 26TH APRIL 2019

Where did you find out about this job? *(for example give the name of the newspaper, magazine, website etc.)*

…………………………………………………………………………………………………………………………………………………………………..

Personal Details

Title/preferred form of address: Mr 🞏 Mrs 🞏 Miss 🞏 Ms 🞏 Other 🞏 (please give details)

Last name: ……….………………………………………………. First name: … ………………………………………….

Address: …………………………………………………………… Former names: ……………..………………………..

…………………………….…………………………………………… Date of birth:……………………………………………

…………………………………………………………………………. Home phone: …….…………………………………….

…………………………….………………………………..….……… Work phone: ………………………….………………..

…………………….. Postcode: …………..…………………….. Mobile phone: ………………………………………….

National Insurance no: ……………………………… E-mail address: ………………………………………...

Current Employment

Name and address of employer: Job title:

Education and training (please use extra sheets if you need to)

(all relevant certificates will be examined at interview)

Schools

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| --- | --- | --- | --- |
| Name of school | Qualification | | |
| Subject | Grade | Date |
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Further/Higher Education (indicate if Full or Part time)

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| Name of college/university/ awarding body | Qualification | | Date of award |
| Subject | Degree/certificate (if degree state Hons, Class or pass) |
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Membership of Professional and Technical organisations (if this applies)

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| Organisation | Type of registration | Registration No. | Renewal Date (if applicable) |
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Employment history (please use extra sheets if you need to)

Please list all previous jobs (paid or unpaid) starting with most recent job first. Include dates and explanations for periods of non-employment since leaving school or college.

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| Employer/School name & address: | Brief description of duties  (give type of school & number on roll if applicable) |
| Dates: From To Present |  |
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| Reason for leaving: |  |

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| Employer/School name & address: | Brief description of duties  (give type of school & number on roll if applicable) |
| Dates: From To Present |  |
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| Reason for leaving: |  |

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| --- | --- |
| Employer/School name & address: | Brief description of duties  (give type of school & number on roll if applicable) |
| Dates: From To Present |  |
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| Reason for leaving: |  |

Other Relevant Work (please use extra sheets if you need to)

Include work experience, voluntary or unpaid work. College/school leavers may use this section to provide details of hobbies and interests.

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References

(i) If you have worked before or are currently working, one of your referees must be your present or last employer.

Referee 1

Name: ……………………………………………………………………………………………….…………………………………………..……..

Position: ………………………………………………………………………………………………………………..……………………….……...

Address: ………………………………………………………………………………………..……………………………………………………….

Phone number: ……………………………………………………………………………………………………………….……………………...

E-mail address: ………………………………………………………………………………………………………………………………..…….

Type of reference (please indicate) Employer 🞏 Personal 🞏 Academic 🞏

Referee 2

Name: ……………………………………………………………………………………………….…………………………………………..……..

Position: ………………………………………………………………………………………………………………..……………………….……...

Address: ………………………………………………………………………………………..……………………………………………………….

Phone number: ……………………………………………………………………………………………………………….……………………...

E-mail address: ………………………………………………………………………………………………………………………………..…….

Type of reference (please indicate) Employer 🞏 Personal 🞏 Academic 🞏

Information in Support of Application (please use extra sheets if you need to)

Please include in this section:

* The reason you are applying for this post
* Any information not already mentioned which you consider relevant
* How you meet the requirements of the person specification (if supplied)

Eligibility to work in the UK

Do you require a work permit for this employment Yes 🞏 No 🞏

Do you have a current driving licence Yes 🞏 No 🞏

\*Do you consider yourself to be disabled Yes 🞏 No 🞏

(\*We need this information as all disabled applicants who meet the essential shortlisting requirements are guaranteed an interview)

Declaration

Are you related to any Councillor, senior employee of the Council or Parish Councillors ? Yes 🞏 No 🞏

If ‘Yes’, please give details below

Name: ………………………………………………………………………………………………………………………………………………..……………...

Job title: ……………………………………………………..…………… Relationship to you: …………………………………………………………

I agree to you storing and using the information I have given in this application form for recruitment purposes.

As far as I know, the information I have given is true and correct. I understand that if I have made any false or misleading statements, or withheld any relevant information, it may result in disciplinary action including dismissal and possible referral to the Police.

The Parish Council reserves the right to verify any of the data supplied in your application.

Your signature: …………………………………………….……………………….…………. Date: …………………………...………………………….

Please ensure you complete the equal opportunities monitoring form and return it with your application form.

Strictly Confidential

Equal opportunities monitoring

Job title: …………………………………………. Job reference number: …………………………………………

Please note: The shortlisting and interview panel will not see any of this information as it is used for monitoring purposes only.

We have a legal duty to promote equality. This applies to everything we do as an employer. As part of our legal duty, we must monitor our recruitment processes or practice.

Using the list below, please indicate in the box which ethnic group best describes you.

What is your ethnic group? How would you describe yourself?

Mixed

White & Black Caribbean 🞏

White & Black African 🞏

White & Asian 🞏

Any other Mixed background 🞏

Please state ……………………..

White

White British 🞏

White Irish 🞏

Any other White background 🞏

Please state ……………………………..

Black and Black British

Caribbean 🞏

African 🞏

Any other Black background 🞏

Please state ……………………………..

Asian or Asian British

Indian 🞏

Pakistani 🞏

Bangladeshi 🞏

Any other Asian background 🞏

Please state ……………………..

Chinese, Yemeni or other ethnic group

Chinese 🞏

Yemeni 🞏

Any other Ethnic background 🞏

Please state ……………………………..

To help us monitor the fairness of our recruitment processes please answer the following questions by ticking the boxes that apply to you.

Do you consider yourself disabled? Yes 🞏 No 🞏

What is your sex? Male 🞏 Female 🞏

What is your age group? 16-24 🞏 25-39 🞏 40-49 🞏

50-64 🞏 65+ 🞏

For office use only

Applicant reference number Appointed 🞏Shortlisted 🞏 Unsuccessful applicant 🞏