



Stoke Gifford Parish Council

Application for Employment

Please read the enclosed guidance notes before completing the form. Please ensure that ALL sections of the form are completed. **Curriculum Vitae will not be accepted.**

We prefer to communicate via e-mail. Please provide the e-mail address to which you would prefer to receive any communication in the Personal Details section below.

Position applied for: Facilities Officer (15 hours)	Closing Date: 15 th May 2020 Interview Date: 21 st May 2020
How did you find out about this position?	

PERSONAL DETAILS

Surname:	
Forename(s):	
Title by which you wish to be addressed: (Mr, Mrs, Miss, Ms etc)	
Address:	
Post Code:	
Home telephone number:	Daytime telephone number:
Mobile:	Email Address:
National Insurance Number:	
Do you hold a full, driving licence? Y E S / N O	Do you have regular use of a vehicle? Y E S / N O

CURRENT EMPLOYMENT (or last employment if not currently employed)

Name and address of employer: Post Code:

Job Title:	Salary:
Start date with this employer:	End date (if applicable):
Brief outline of your current duties:	
Reason you wish to leave this post/have left this post?	
What is your contractual period of notice?	

PREVIOUS EMPLOYMENT (Paid or Unpaid) Please continue on an additional sheet, if there is not enough room to list all previous employment.

Name and address of Employer	Job title and main duties	From	To	Reason for leaving

GAPS IN EMPLOYMENT

To meet our commitment to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults, please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates, providing detail under the relevant headings in the table below. Be sure to account for all gaps irrespective of length of time.

Dates from	Dates to	Reason for gap

EDUCATION

Secondary schools and/or colleges attended	Full or part time	From	To	Exams passed and qualifications gained including grades & year obtained

TRAINING (EG SHORT COURSES, FURTHER DEVELOPMENT)

Course Title	Date	Qualification (if any awarded)

MEMBERSHIP OF ANY PROFESSIONAL BODIES

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FURTHER INFORMATION

Please indicate below how your skills, knowledge and previous experience, paid or unpaid, are relevant to this post and how they meet the criteria listed on the employee specification. You should refer to these and the enclosed guidance notes when completing this sheet. You may also wish to outline personal achievements, in paid employment or elsewhere to demonstrate personal qualities or interests.

Please continue on an additional sheet, if necessary.

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CONVICTIONS (Rehabilitation of Offenders Act 1974)

The Council is committed to safeguarding and promoting the safety and welfare of children, young people and vulnerable adults.

A criminal record is not necessarily a barrier to employment. It is your responsibility to distinguish between those convictions, which require to be declared and those that do not. For more information, please read the attached Guidance Regarding Convictions and Spent Convictions document.

Any convictions declared: Yes/No

If YES, please state details:

REFERENCES

It is normal practice to take up references when applicants are invited for interview. Please give the name and address of two referees from whom the Council may seek information regarding your suitability for employment by Stoke Gifford Parish Council. If you are currently employed, one of your referees must be your current employer. If you are not currently in employment and/or the last employer cannot give a reference because the organisation no longer exists, then a reference from a professional person should be sought. If you have just left school/college/university the reference should be from a Headteacher, Head of Year or Head of Faculty. If you need to include additional references please use the Skills, Abilities, Knowledge and Experience section.

Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:
E-mail address:	E-mail address:

Employer name:	Employer name:
Position:	Position:
Can we contact this referee prior to interview?	Can we contact this referee prior to interview?

E-mail is our preferred method of communication; Have you included an e-mail address for your referees in the space provided?

WORK RELATIONSHIPS

<p>Have you any relationship to any Employee or Councillor of Stoke Gifford Parish Council?</p> <p>Yes/No</p> <p>If YES please give their name, position and relationship to you:</p>

AVAILABILITY

<p>Please state any dates when you are not available for interview.</p>

RIGHT TO WORK

It is a criminal offence to employ persons whose immigration status prevents them from working in this country. The Act does not affect citizens of the UK, Ireland, European Economic Area and the Commonwealth, provided they have right of abode in the UK. You will be required to provide evidence, prior to appointment, of a National Insurance number, passport or other document on the attached approved list to satisfy the Town Council that the Asylum and Immigration Act 1996 is being complied with.

<p>Are you entitled to work in the United Kingdom?</p> <p>Yes/No</p>
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Declaration

I declare that to the best of my knowledge the information on this application is true. I understand that if the information I have supplied is false or misleading in any way, I will automatically be disqualified from appointment or dismissed without notice.

Signature:

Date:

Data Protection Act

Under the terms of the Data Protection Act the information provided on this form will be held in confidence and used for the purpose of recruitment and selection and personnel administration/monitoring and no other purpose.

