**Anstey Parish Council**

**Application for Employment**

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| Post Applied for |

|  |  |
| --- | --- |
| Preferred Title | Last Name |
| First Name | Preferred Name |
| Address |  |
| Email Address: | NI Number |
| Daytime telephone number: | Mobile telephone number: |
| Do you hold a current driving licence? (please delete) **Yes / No** | *Asylum & immigration act 1996* Do you have permission to work in the UK? **Yes / No** |
| Have you ever been convicted of; or are you currently charged with any criminal offence (other than a conviction spent under the provisions of the Rehabilitation of Offenders Act 1974) **Yes / No***If yes please give details of date, offence and sentence* |
| Have you previously been employed by Anstey Parish Council? **Yes / No**If yes, in what position and when? |
| Are you related to any Council Member or Employee? **Yes / No**(If so give details) (NB Failure to disclose such a relationship and / or canvassing will disqualify) |
| Interests Outside of Work |

**Education and Training**

Please give details of qualifications achieved including relevant experience / training, NVQs, GCSE, most recent first

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| --- | --- | --- |
| **Qualification** | **Name of School / College** | **Grade/ Level**  |
|  |  |  |

Please continue on a separate sheet if necessary

**Most recent Employment**

|  |  |
| --- | --- |
| Current or most recent Employers Name | Address |
| Job Title | From To  |
| Notice Period (if applicable) | Current Salary |
| Give brief details of your main duties and responsibilities |

**Previous Employment History (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| From / To | Name and Address of Employer | Job Title & Main Duties | Reasons for Leaving  |
|  |  |  |  |

**Skills, Abilities and Experience**

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| --- |
| Please tell us about anything you consider to be relevant to this position |

**Membership of Professional Organisation or Trade Association**

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| --- |
| Please give details of memberships including levels |

**Practical Training**

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| Please list any training courses you have attended that are relevant to the role |

**Health**

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| Is there anything about your medical history or state of health that is relevant to the application? **Yes / No**If yes, please give details. This information will be treated as confidential and will not necessarily preclude you from employment. |
| How many days sickness have you had in the last 2 years? |

**References**

Please give the name and address of two referees, one of who should be your present or most recent employer.

|  |  |
| --- | --- |
| **First Reference** | **Second Reference**  |
| Name: | Name: |
| Address: | Address: |
| Tel No. | Tel No. |
| Email: | Email: |
| How long have they known you? | How long have they known you? |
| In what capacity? | In what capacity? |
| Can the person be contacted prior to interview? Yes / No | Can the person be contacted prior to interview? Yes / No |

**I can confirm that the information provided is correct to the best of my knowledge. I understand that false, misleading or undisclosed information in the application could lead to my employment being terminated.**

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