** GLEN PARVA PARISH COUNCIL**

**APPLICATION FORM**

**ADMIN ASSISTANT POST B**

Glen Parva Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions on this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form. **Please complete the form in black ink or type.** Return your form by post or email to the Parish Office at Memorial Hall, Dorothy Avenue, Glen Parva, Leicester LE2 9JD on or before the closing date.

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| PERSONAL DETAILS | | | | | |
|  | | | | | |
| Title | Surname | First Name | | | |
|  |  |  | | | |
| Home address: | | | | | |
|  | | | | | |
| Post Code | | | | | |
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|  | | | | | |
| Contact Details: | | | | | |
| Telephone | Home | Mobile | | | |
| Email address: | | | | | |
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| **PREVENTION OF ILLEGAL WORKING** | | | | | |
| The Parish Council is obliged to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or Birth Certificate to satisfy the Council that you comply with this requirement.  Do you require a work permit to take up employment in the UK? **YES / NO**  Are you legally eligible for employment in the UK? **YES / NO** | | | | | |
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| Do you have any criminal convictions? | | | | **YES / NO** | |
| If yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.This should include date of conviction and sentence imposed. | | | | | |
| **EDUCATION** | | | | | |
| Please give details of your education and qualifications, including any currently being taken | | | | | |
| Dates (from/to) | School, College, University etc | Qualifications (including grades) | | | |
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| **RELEVANT TRAINING COURSES** | | | | | |
| Please give details of any relevant training you have completed and membership of any professional body | | | | | |
| Dates | Body /Organisation | Details | | | |
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| **CURRENT OR MOST RECENT EMPLOYMENT** | | | | | |
| Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in later section: **Experience / skills** | | | | | |
| 1.Current/most recent employer/organisation | | | | | |
| Name | | | | | |
| Address | | | | | |
| Job Title | | | From | | To |
| Brief description of duties | | | | | |
| Reason for leaving /Changing | | | | | |
|  | | | | | |
| 2.Previous employee/organisation | | | | | |
| |  |  |  | | --- | --- | --- | | Name | | | | Address | | | | Job Title | From | To | | Brief description of duties | | | | Reason for leaving /Changing | | | | | | | | |
|  | | | | | |
| 3.Previous employee/organisation | | | | | |
| |  |  |  | | --- | --- | --- | | Name | | | | Address | | | | Job Title | From | To | | Brief description of duties | | | | Reason for leaving /Changing | | | | | | | | |
|  | | | | | |
| 4.Previous employee/organisation | | | | | |
| |  |  |  | | --- | --- | --- | | Name | | | | Address | | | | Job Title | From | To | | Brief description of duties | | | | Reason for leaving /Changing | | | | | | | | |
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| **EXPERIENCE AND SKILLS** | | | | | |
| This section is for you to give specific information in support of your application.  (please continue on the next page)  After reading the Job description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post.  Please say why you are applying for this post and what skills and knowledge you have which would enable you to do it well. Your experience may not have been gained in paid employment but may include special interests relevant to the post. Please use an additional sheet if necessary. | | | | | |
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| **REFERENCES** | | | | | |
| Please give name, address and position/occupation of two referees. One must be your present or more recent employer. Testimonials or references from friends or relatives are not acceptable. | | | | | |
| 1.Name. | | | | | |
| Position. | | | | | |
| Organisation. | | | | | |
| Address. | | | | | |
| Tel. | | | | | |
| Email Address. | | | | | |
| If you are shortlisted may we obtain a reference before interview? Yes / No | | | | | |
|  | | | | | |
| 2. Name. | | | | | |
| Position. | | | | | |
| Organisation. | | | | | |
| Address. | | | | | |
| Tel. | | | | | |
| Email Address. | | | | | |
| If you are shortlisted may we obtain a reference before interview? Yes / No | | | | | |
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| **DECLARATION AND DATA PROTECTION ACT CONSENT** | | | | | |
| I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.  I understand that the information given inn this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as is required in connection with the application. | | | | | |
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| Signed: | | | | Date: | |
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| **INTERVIEW ARRANGEMENTS** | | | | | |
| It is hoped to hold interviews for these posts sometime during the week commencing Monday December 2nd.  Shortlisted candidates will be notified in advance with further details of the interview process. | | | | | |
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| If successful, are there any dates in the near future when you are not available for work? | | | | | |