

Please fill in **all sections** of the form using **black ink**/type. The information you provide will help us make a fair decision in the selection process.

**Carn Brea Parish Council**

**Application Form**

**Please call 01209 313014 if you have any questions on how to complete this form.**

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| **Post Title:** | | | | | | | | | | | | | | | | | | |
| **About you** | | | | | | | | | | | | | | | | | | |
| Title: | |  | | | | | | | | Surname: | | | | |  | | | |
| First name(s): | |  | | | | | | | | | | | | | | | | |
| Home address: | |  | | | | | | | | Home phone: | | | | |  | | | |
| Work phone: | | | | |  | | | |
| Mobile: | | | | |  | | | |
| Postcode: | |  | | | | | | | | Email: | | | | |  | | | |
| NI Number: | |  | | | | | | | | (you can get this from the Department of Work and Pensions) | | | | | | | | |
| Full Driving License: | | | | Yes / No | | | | | | Access to car: | | | | Yes / No | | | | |
| **Your current or most recent employment** | | | | | | | | | | | | | | | | | | |
| **Note:** If you are applying for your first job, please provide any voluntary work/work experience in the “Previous employment or experience” section. | | | | | | | | | | | | | | | | | | |
| Employer name: | | |  | | | | | | Job title: | | | |  | | | | | |
| Employer address: | | |  | | | | | | Salary: | | | |  | | | | | |
| Start date: | | | |  | | | | | |
| Leave date:  (if applicable) | | | |  | | | | | |
| Reason for leaving: | | |  | | | | | | | | | | | | | | | |
| Main duties and responsibilities: | | |  | | | | | | | | | | | | | | | |
| **Previous employment or experience** | | | | | | | | | | | | | | | | | | |
| Start with the most recent first and work backwards. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc). | | | | | | | | | | | | | | | | | | |
| Dates (mm/yy) | | | Employer  **or**  Reasons for gap | | | | | | | Job title, duties and responsibilities | | | | | | | Reason for leaving | |
| From | To | |  | | | | | | |  | | | | | | |  | |
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| **Qualifications achieved from secondary, higher and further education** | | | | | | | | | | | | | | | | | | |
| Type of qualification  (GCSE, NVQ, Degree etc) | | | | | Subject title of qualification | | | | | | Grade | | | | | | | Date achieved  (dd/mm/yy) |
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| **Other training, courses and self-development** | | | | | | | | | | | | | | | | | | |
| Name of provider/college | | | | | | Title of course/training, e.g.  First Aid at Work | | | | | | Qualification (if relevant) | | | | | | |
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| **Membership of professional bodies** | | | | | | | | | | | | | | | | | | |
| Institute or association | | | | Membership level | | | | How obtained, e.g. through qualification or election | | | | | | | | | Date achieved  (mm/yy) | |
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| **Computer/Information Technology** | | | | | | | | | | | | | | | | | | |
| Please give details of your IT Skills, listing experience of use of hardware, software, the Internet etc. | | | | | | | | | | | | | | | | | | |
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| **References – References** | | | | | | | | | | | | | | | | | | |
| Your references must cover the last 3 years of your employment; please provide an additional referee on a separate sheet if these do not cover 3 years or if your current or most recent employer is not one. If you do not have any previous employment, please use your most recent tutor (school, college or university) or a referee who you have known through a voluntary role, group or organisation. References will only be taken up where a candidate is to be invited for interview. If you do not wish your referees to be contacted at this stage, please indicate below. Please note that no offer of employment can be made without prior receipt of satisfactory references. If you have any concerns, please call **01209 313014.** | | | | | | | | | | | | | | | | | | |
| **Reference 1:** current/most recent employer | | | | | | | | **Reference 2:** previous employer | | | | | | | | | | |
| Referee’s full name: | | | |  | | | | Referee’s full name: | | | | | | | |  | | |
| Job title: | | | |  | | | | Job title: | | | | | | | |  | | |
| Company name: | | | |  | | | | Company name: | | | | | | | |  | | |
| Address: | | | |  | | | | Address: | | | | | | | |  | | |
| Postcode: | | | |  | | | | Postcode: | | | | | | | |  | | |
| Email: | | | |  | | | | Email: | | | | | | | |  | | |
| Phone Number: | | | |  | | | | Phone Number: | | | | | | | |  | | |
| Relationship/Connection to you: (i.e. Manager) | | | |  | | | | Relationship/Connection to you: (i.e. Manager) | | | | | | | |  | | |
| Car this referee be contacted prior to interview; | | | | | | | | | | | | | | | | | | |
| **YES / NO** | | | | | | | **YES / NO** | | | | | | | | | | | |

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| **Your supporting statement** | |
| This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Refer to the role information supplied and tell us how your skills and experience match. Note what qualities you have which most suit you to the job you are applying for, using examples where possible and provide the situation or task, your action (s) and the result.  If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.  You may use additional sheet if necessary. | |
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| **Disclosure of interest** | |
| Are there any restrictions to you living and working in the UK which might affect your right to work for us (e.g. needing a work permit/visa)?  If yes | **YES / NO** |
| Do you have any other employment (including part-time or night work) which you intend to continue?  If yes please give details:, please provide details: | **YES / NO** |
| Are you related to, or have formed any relationship (personal, financial or professional) with any current Councillor or employee of Carn Brea Parish Council.  If yes, please give details: | **YES / NO** |
| Do you, your partner or family have any interests (personal, financial or professional) that may conflict with you doing this role?  If yes please give detail: | **YES / NO** |
| The Working Time Regulations (1998) require us to check the hours worked by employees. Would this role be your only employment?  If no, please provide details of your other role(s) and the days and hours you work: | **YES / NO** |
| Do you have any other commitments which may limit your working hours, eg, judicial, military or local government?  If yes, please give details: | **YES / NO** |
| Have you ever been the subject of a formal disciplinary procedure? Have you ever been dismissed from any previous employment?  If yes, please give details: | **YES / NO** |
| Have you ever been convicted of a criminal offence (NB The Rehabilitation of Offenders Act 1974)?  Some posts, including those that involve working with children or vulnerable adults, may be required to give details of any criminal convictions. If this post falls into this group you will be required to provide information on a questionnaire to be checked through the Criminal Record Bureau (CRB) | **YES / NO** |
| **Asylum & Immigration Act 1996 – Proof of Legal Right to Work in the UK** | |
| Section 8 of the Act requires employers to keep evidence of applicants’ legal right to work in the UK employment. The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. P60, passport, UK or Eire birth certificate) to confirm your eligibility to work in the UK.  Are you legally eligible for employment in the UK? **YES / NO** | |

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| **How we protect your personal information** | | |
| **The Data Protection Act 1988 (DPA)**  The information you provide on this application form will be kept on file and processed only for the purposes of recruitment by persons necessarily involved in the recruitment procedure. We may contact relevant third parties in order to verify certain information given on your application (NB References are subject to your consent).  All information will be dealt with in accordance with data protection legislation and will not be sold to any third party. Unsuccessful application forms will be destroyed after 12 months; anonymised data will be kept for monitoring purposes. | | |
| **Your declaration** | | |
| I understand that any employment, if offered will be subject to the information on this form being correct and I confirm that no valid information has been wilfully withheld. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed I am liable to dismissal without notice if the information on this form is later proved to be inaccurate. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974. | | |
| **Signature** (applicant): | **Date:** |  |
| Please sign and date if you are returning the form by post. If returning by email, you will be asked to sign a copy before any offer of employment is made. | | |
| If you have completed this form on behalf of the applicant, please add your details: | | |
| Name (printed): | Contact Number: |  |

**Thank you** for taking the time and effort to complete this application form.

Please return the form to: Carn Brea Parish Council

Treloweth Community Hall

Moorfield Road

Pool, Redruth

Cornwall

TR15 3QB

clerk@carnbreaparishcouncil.gov.uk

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| **For internal use only:**   * Invited to interview * References taken up * Verbal offer: accepted * Verbal offer: refused | * Not selected for interview * Satisfactory references * Written Offer Made | * Not selected after interview * Written acceptance received |

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| **Continued** | | | |
| Post |  | Name |  |
| Summary of relevant experience | | | |
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