

Normandy Parish Council

Serving Our Community through working in Partnership

Application Form

Please return your completed application form to sam.lane@normandyparishcouncil.gov.uk or to Sam Lane, 62 Glaziers Lane, Normandy, Surrey GU3 2DQ.

Closing date for applications is 5pm on Friday 7 May 2022.

Job Details	
Position	Where did you see this post advertised?
Personal Details	
Name	
Address	
Telephone Number	Email address
Do you hold a current driving licence? Yes / No	If yes, do you have access to a vehicle? Yes / No

Education and Qualifications			
Please give details of all educational qualifications obtained and those currently being pursued.			
Name of institution or body	Dates attended	Subjects studied/Qualifications	Grades achieved

Training		
Including trade/professional training, government training schemes, apprenticeships, short courses etc.		
Course Title	Organisation	Dates

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Membership of Professional Institutes		
Institute	Level of Membership	Year of Award

Present or most recent employment	
Name of Employer	Job Title
Address of Employer	Dates Employed
	Period of notice required
Please give a brief outline of your main responsibilities	

Previous Employment			
Please list all previous employment in chronological order.			
Dates employed	Name of Employer	Job Title and main responsibilities	Reasons for leaving

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Other experience

This should include any period not accounted for by full-time employment/education/training – e.g., voluntary work/unemployment.

Experience	Dates

Information in Support of Your Application

This is the most important part of your application. Having read the job description and person specification, please tell us how your experience and abilities meet the requirements of the job. Please do not repeat your career history but draw our attention to your main achievements and how these will help you be successful in the post. Reference to any relevant unpaid/voluntary work will also be welcomed. Please include additional sheets if required.

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References

Two references are required – one of the references must be your current line manager with responsibility for your performance (or if an existing Clerk/Head of Paid Service, the Chairman of the Council). References will only be contacted if you are offered the position.

Name	Name
Job Title	Job Title
Name of Organisation	Name of Organisation
Address	Address
Email address	Email address
Phone number	Phone number
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?

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Disabled candidates

Any candidate who notifies us of a disability and meets the minimum essential criteria for the job will be guaranteed an interview. The Council complies with the Equality Act 2010.

Do you consider yourself to have a disability? Yes / No

If yes, please inform us of any arrangements you may need to assist you if selected for an interview.

Relationships

Please note that any attempt to canvass or influence the fair appointment of staff will render the application for employment invalid.

Are you a Councillor or are you related to or living with a Councillor or Council employee? Yes / No

Do you have, or have you had any business or financial interests involving the Council's, e.g., you have been a supplier of services to the Council? Yes / No

If yes to either question, please provide details below.

Rehabilitation of Offenders Act 1974

You must complete this section if you have been convicted of a criminal offence and have not yet completed the rehabilitation period for the offence i.e., it is not 'spent', or if we have indicated that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended).

Have you been convicted of a criminal offence? Yes / No

If yes, please provide details below (including date, the nature of the offence, and the penalty).

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Right to Work in the UK

In accordance with the Asylum and Immigration Act 1996 (amended February 2008), we are required to check your eligibility to live and work in the UK.

Please confirm you will be able to provide this evidence if offered an interview? Yes / No

(A valid UK passport or similar form of identification is sufficient at this stage)

Are there any restrictions to your right to live and work in the UK, such as a Work Permit or Worker Registration Scheme? Yes / No

If yes, please provide details below.

General information

If there is any assistance you would like the Council to provide you with either in connection with an interview if you are short-listed or to enable you to do this job, or if there are any special circumstances which you would like to make us aware of, please give details below.

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Signed

Date

Data Protection

This information will be used for recruitment, selection and appointment purposes and may be copied for use during this process. If you are appointed, the information you have provided will be stored and used for operational and managerial purposes and in connection with the payment of salaries. If you are not appointed, the data will be stored for a short period then destroyed. Normandy Parish Council cares to ensure the security of personal data. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose for which it was collected and only for as long as is necessary.