

BALSALL PARISH COUNCIL

Application for the post of

Clerk to the Council

Closing date 12 noon, 24 June 2011

Personal Details

Title	Surname	First name(s)
Home address		
Post code		
Telephone (Day)		
Telephone (Mobile)		
E-mail		

Secondary Education

Please list all GCSE / O Level / A level examinations or equivalent.
Please include all examinations taken at this level whatever the outcome.

Year	Subject	Qualification	Grade / Other information

Higher Education (if applicable)

Please list all degrees, diplomas, etc (or equivalent) held or currently studied for.
Please give all results known whatever the outcome.

From-to MM/YY		Institution	Qualification or Award (HND/Degree/Dipl/MSc/etc)	Results (expected/awarded)

Vocational or Professional Qualifications (if applicable)

Please list any other relevant qualifications held or currently studied for.
Please give all results known whatever the outcome.

From-to MM/YY		Institution	Qualification or Award	Results (expected/ awarded)

Current Position

Please describe your current employment. Please note any achievements that are relevant to the job you are applying for.			
Start Date	Employer	Job Title and Responsibilities	Achievements
Current salary			
Notice period required			
Reason for leaving			

Previous Experience

Please describe previous employment, self employment, voluntary work or work experience. Please note any achievements that are relevant to the job you are applying for.			
From-to MM/YY	Employer	Job Title and Responsibilities	Achievements

			You can continue on a separate sheet if needed...

Linking your Experience to the Job Applied For

Thinking about the Job Description and Person Specification, please describe how your experience and skills can be applied to the position you are applying for.

You can continue on a separate sheet if needed

Additional Information

Specify your experience of producing agenda, reports and minutes and attending meetings	
Indicate any other specific relevant skills	
Where did you hear of us or see an advertisement?	
Please give any dates when you are not available for interview.	Please give the earliest date from which you are available for employment.

Driving Licence

Do you hold a currently valid driving licence?	Yes/No
--	--------

Declaration of Criminal Records

Please declare any offences, sentences or cautions, reprimands, final warnings (and dates), which are not spent under the Rehabilitation of Offenders Act. You are advised to disclose any charges, which are or may be pending. Some posts requires a Disclosure form to be completed and for you to declare all spent cautions and convictions with your application. If this is the case see Person Specification and complete the following.	
I give permission for a Criminal Records Check to be Carried Out	Yes/No

Please give details of relationship to any Councillor or employee of Balsall Parish Council.
--

Referees

Referee 1	Referee 2
Name	Name
Position	Position
Address	Address
Telephone	Telephone
May we contact this referee immediately? Y/ N	May we contact this referee immediately? Y/ N

Checklist and Declaration

Please tick

All sections of this form have been completed

I have indicated whether referees may be contacted immediately if required.

All information on this form is true and complete. I understand any false statements may jeopardise my application, and lead to any contract of employment being withdrawn (prior to the start date) or terminated.

I am eligible to work in the UK

I agree that you may retain this information for 12 months if my application is unsuccessful.

Signed

Name (please print)

Date.....

If you have a disability or any other special need that means you are unable to complete this form or any other part of the process, please contact us to make alternative arrangements.

Please send your completed application form to:

**Judy Lea
Chairman, Balsall Parish Council
9 Hathaway Close
Balsall Common
Coventry
CV7 7EP**

Email: judy@balsall-pc.gov.uk