

Bradfield Combust with Stanningfield Parish Council

This application form is an integral part of our selection procedure. It is designed to enable you to give us a meaningful written representation of yourself and your career to date.
Please complete the form as accurately as possible

Position applied for	Parish Council Clerk / Responsible Finance Officer
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Section A: Personal details	
Name	
Address	
Do you hold a current driving licence?	

Section B: Contact details	
Telephone number(s)	
Mobile phone number	
Email address	

Section C: Education, training and qualifications					
A-level or equivalent results obtained					
College/university attended (if any)					
College/university results obtained					
If you possess the Certificate in Local Council Administration, please indicate the year your qualification was obtained.					
If 1 is poor and 5 is excellent, please indicate how you rate your computer literacy.					
If 1 is poor and 5 is excellent, please indicate how you rate your proficiency in WORD and EXCEL.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">WORD</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">EXCEL</td> <td style="padding: 5px;"></td> </tr> </table>	WORD		EXCEL	
WORD					
EXCEL					

Section D: Current employment	
Job title	
Name of employer	
Address of employer	
Is your current employment full time or part time?	
If part time, how many hours a week do you work?	
What is your gross annual salary?	
In no more than 100 words, please give a brief description of current duties	

Section E: Employment history in last 10 years				
Please add any further substantive employment if relevant to your application				
Employer	Position held	From (year)	To (year)	Full or part time

Section F: References

Please provide two referees (one of whom should be your present or last employer).

Your nominated referees will only be contacted in the event that the Parish Council wishes to appoint you. Appointments will be subject to satisfactory references.

	Referee #1	Referee #2
Name		
Address		
Position (if any)		
Telephone number		
Email address		

Section G: Declaration

To the best of my knowledge, the information I have provided is correct. I understand that giving false information, or omitting to provide relevant information, may disqualify my application and, if I am appointed, may lead to my dismissal.

Signature of applicant	Date
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If shortlisted for the post, are you available to attend for interview on week commencing Monday 4 th March 2019 Please tick as many boxes as apply.	Not available	Morning	Afternoon	Evening

Applications must be made using this form.

Your completed application form should be returned by post to:

Amanda Hinde Clerk
Bradfield Combust with Stanningfield
Old Cottage, Chapel Road
Stanningfield. IP29 4RQ

Alternatively, a pdf copy of your application forms may be forwarded by email to:
bcandspc@gmail.com

Your application form must reach the Clerk by Thursday 28th February 2019

Section H: Supporting statement

In no more than 300 words please indicate how your experience, skills and training equip you for the job advertised.

Please indicate your word count here: _____ words