

# Wheatley Parish Council

The Parish Office,  
The Merry Bells  
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## Application Information

Dear applicant,

Thank you for your interest in this position with Wheatley Parish Council.

To apply you will need to complete the enclosed application form.  
When doing so please follow these instructions:

- Please ensure you complete **ALL** sections of the application form as fully as possible.
- Please use additional pages if you need to.
- In the supporting information statement of the application form, please include why you are interested in this post and what skills and experience you will bring to the role. Please refer to the Job Description for details
- Your application should be posted or emailed to the contact details above.
- Please ensure we receive your application by the closing date.

Please note CV's **WILL NOT** be accepted for this position.

Yours faithfully,

Parish Clerk  
Wheatley Parish Council

# Wheatley Parish Council Job Application Form

## Position Details

Position applied for	Assistant Clerk (temporary)
Date you are able to take up employment	
Where did you see the advert?	
Hours you ideally wish to work (where this is not specified)	

## Personal Details

Title		Surname		Forename(s)	
Address					
Post code					
Telephone number					
Mobile number					
Email address (only if you are happy to be contacted by email)					

## Education

Secondary education (name/place)	Qualifications / grades achieved
Further / higher education (name/place)	Qualifications / grades achieved

### Other Training/Qualifications

Please provide details of any other relevant training, professional qualifications or work related skills you hold or are studying towards (e.g. languages, I.T. qualifications)

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### Employment History Current/most recent

Job title			
Employer			
Dates of employment	From:	To:	Salary / hourly rate
Main duties / responsibilities			
Reason for leaving (if no longer employed)			

**Employment History Previous Roles & Employer**

Dates from / to	Job title / main duties	Employer

**Interests and Hobbies**

Please tell us about your interests and hobbies

**Supporting Information**

Please give any details you feel are relevant in support of your application, including why you are interested in this post.

## References

Please provide names and addresses of your two last employers where possible who can provide details of your previous work.			
1. Name		2. Name	
Occupation		Occupation	
Company		Company	
Address		Address	
Tel number		Tel number	
Email		Email	
Time known		Time known	
Type of reference		Type of reference	
May references be taken up prior to a job offer being made?	<input type="checkbox"/> Yes <input type="checkbox"/> No	May references be taken up prior to a job offer being made?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## General Information

Do you have a valid driving license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you related to any councillor or employee of Wheatley Parish Council? If yes, please provide details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If offered this position will you continue to work in any other capacity? If yes, please provide details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been dismissed or asked to resign from any employment? If yes, please provide details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a British subject or a national of any EU country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, do you have the right to work within the UK and a current work permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please note that, in accordance with Section 8 of the Asylum and Immigration Act 1996, all new employees are required to provide us with documentation that shows that they have the right to work in the UK before commencement of contract.		

### Convictions

Have you any criminal convictions you should disclose (other than spent convictions under the Rehabilitation of Offenders Act 1974)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details here or on a separate sheet.
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### Disabilities

If invited for an interview, do you have any access requirements we need to take into consideration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide any information that you feel would help us to accommodate your needs	

### Data Protection

It is Wheatley Parish Council's policy to keep unsuccessful applications on file for a period of 6 months. For details of our privacy notice visit [www.wheatleyparishcouncil.gov.uk](http://www.wheatleyparishcouncil.gov.uk)

### Declaration

I hereby give my consent to Wheatley Parish Council processing the data supplied in this application form for the purpose of recruitment and selection.

I declare that the information given in this application is, to the best of my knowledge, complete and accurate.

Applicants signature:

Applicants name:

Date:

*Please note: Any false, incomplete or misleading statements may result in withdrawal of a job offer or dismissal.*