

St Stephen Parish Council



Employment Application Form

Position: **Assistant Clerk**
Reports to: Parish Clerk
Date: Closing date: 31 July 2022
Interview date: August 2022, TBC

Please complete this form in black ink or on the computer. It will be to your advantage to complete it as fully as possible in order to ensure you are compared fairly with other applicants. We will not accept a CV.

Return the completed form by the deadline to: Parish Clerk, St Stephen Parish Council, Parish Centre, Station Road, Bricket Wood, St Albans AL2 3PJ or email to: clerk@ststephen-pc.gov.uk

Please make sure you read the enclosed job description and person specification carefully and show how your experience and qualifications would enable you to fulfil the role in your personal statement.

St Stephen Parish Council is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic.

Data Protection

The information which you give is strictly confidential and will be used only for the purpose for which it has been supplied. If you are appointed the information from this form will be stored securely and shared with SSPCs payroll provider, for the purpose of payroll and HR administration.

Personal Details

Full Name: _____

Address: _____

Email: _____

Home Phone: _____ Mobile: _____

Are you currently employed by or related to a member or employee of St Stephen Parish Council ?

Yes / No (delete as appropriate)

If yes, please specify: _____

How did you find out about the post? _____

St Stephen Parish Council

Educational Achievements			
School & Further Education (Secondary onwards)	Qualifications Achieved	Year	Grade (If relevant)

Professional And Vocational Qualifications/Training			
Organisation or Professional Body	Qualifications/Training	Year	Grade (If relevant)

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Employment Record	
Current or most recent employer: _____	
Address: _____ _____ _____	
Postcode: _____ Immediate Manager: _____	
Reason for Leaving, if applicable: _____	
Start Date: _____ Notice Period: _____	
Leaving Date, if applicable: _____ Current Salary: _____	
Brief Description of Duties: _____ _____ _____	

Previous Employers (Most Recent Employment First - 10 yrs max.)			
Employer's Name and Postcode	Position and outline of main responsibilities	Dates (From/To)	Reasons for Leaving

St Stephen Parish Council

References

Current or Immediate Past Employer

Referee: _____

Address: _____

Postcode: _____ Email: _____

Capacity in which known: _____

Second Reference, previous employer or personnel contact.

Referee: _____

Address: _____

Postcode: _____ Email: _____

Capacity in which known: _____

Note: References will not be taken up until an offer of employment has been made.

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Personal Statement

Please provide a personal statement which you feel would assist us in assessing your suitability for this position. Please refer to the Job Description and Person specification before completing this section. Use further sheets if necessary.

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Additional Information

Do you hold a current driving licence? Yes / No (delete as appropriate)

If yes, please specify type: _____

Do you have access to a car? Yes / No (delete as appropriate)

Do you have any current endorsements?.....Yes / No (delete as appropriate)

If yes, please specify: _____

Disability Discrimination Act 1995

Please note below if you believe there are any reasonable adjustments we should be making to assist with the interview. _____

Rehabilitation of Offenders Act 1974

Please give details of any "unspent" convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about "unspent" convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council. _____

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Prevention of Illegal Working

Do you require permission or a work permit to take up employment in the UK? Yes / No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Declaration

Note. The following will result in disqualification from the interview process or dismissal.

- a. Canvassing a Member or Senior Officer of the Council
- b. Failure to disclose a relationship with a member or employee
- c. Failure to disclose convictions under the Rehabilitation of Offenders Act 1974
- d. Knowingly giving false information on application form

I confirm that I have the right to unrestricted residence and employment in the United Kingdom.
The information which I have given in this form is true to the best of my knowledge.

Signed: _____ Date: _____

If successful you will be asked to present various statutory documents and these will be copied, so that the Parish Council can carry out pre-appointment "Right to Work" checks.