|  |
| --- |
| Employment Application Form |
| Position: Administrative Assistant  Reports to: Clerk and Assistant Clerk  Date: Closing date: 11 September 2023 5pm  Interview date: WC 18 September 2023, 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? |

|  |  |  |  |
| --- | --- | --- | --- |
| **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) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
|  |  |  |  |

|  |
| --- |
| **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.* |

|  |
| --- |
| **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. |
|  |

|  |
| --- |
| **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.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **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.   1. Canvassing a Member or Senior Officer of the Council 2. Failure to disclose a relationship with a member or employee 3. Failure to disclose convictions under the Rehabilitation of Offenders Act 1974 4. 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.* |