

Lyndhurst Parish Council

Application Form - Private and Confidential

When completed, please return this form via email to clerk@lyndhurst-pc.gov.uk

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	Responsible Financial Officer
Personal Details	
Family Name:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	Work:
Personal email:	
<p>Asylum and Immigration Act 1996. It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy Lyndhurst Parish Council that the Asylum and Immigration Act 1996 is being complied with.</p>	
Do you require a work permit to work in the UK?	
References	
<p><i>Please provide two referees with knowledge of your previous work/character. One should be your present or last employer. If you have worked for them for less than 6 months the second referee must be another previous employer. If one of your referees is a personal one, the referee must not be related to you</i></p>	
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
How long have you know this person and in what capacity?	How long have you know this person and in what capacity?
Are you happy for us to contact this referee prior to interview?	Are you happy for us to contact this referee prior to interview?

Present or Most Recent Employment

Name & Address of employer:

Post Code:

Job Title:

Dates employed:

Current or final salary:

Period of notice required:

Please give a brief outline of your main responsibilities:

Previous Employment

Please list all previous employment in chronological order (most recent first)

Dates From to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

Education & Qualifications

Please give details of all educational qualifications obtained and those currently being pursued

Name of School, College, University, etc	Dates attended From/to	Subjects studied / Qualifications worked towards	Grades and year obtained

Training

This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments

Course Title	Organisation	Dates

Membership of Professional Institutes

Institute	Level of Membership	Year of Award

Other Experience

Details should be given for any period not accounted for by full-time employment, education and training, eg unemployment or voluntary work.

Experience	From/To

Information in Support of Your Application

*Please supply here any information that you feel will support your application.
If further space is needed, please continue on a separate A4 sheet.*

Rehabilitation of Offenders Act 1974

Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council’s interviewing panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position at Lyndhurst Parish Council.

Additional Information

Driving Licence:

Do you hold a current driving licence?

Are you a car owner or do you have access to a car?

If YES, please state the type of licence you hold: full licence

Do you have any current endorsements?

If YES, please specify:

Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with Lyndhurst Parish Council, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signed:

Date:

Name:

If this form has been completed electronically, please indicate your consent and, if you are invited for interview, please remember to bring a signed copy of this form with you.

When completed, please return this form via email to clerk@lyndhurst-pc.gov.uk and bring a signed hard copy with you if invited to interview.