



Landrake with St Erney Parish Council
Tel 07854 948936
Email: clerk@landrakeparishcouncil.gov.uk
www.landrakeparishcouncil.gov.uk

JOB APPLICATION FORM

Private and Confidential

Please complete all sections in full, in typescript

Personal information

Post applied for:		
Full Name:		
Address:		
Telephone Number (home / mobile)		
Telephone Number (work):		Can you be contacted at work? YES/NO
E-mail address:		

Employment (if there are any gaps in employment please list the reason and / or any voluntary / community work)

Present/most recent employment: (please indicate whether you are still employed)		
Name and address of employer	Position held – including start and end dates	Summary of duties

Previous employment (please give your latest employment first and explain any periods not accounted for).

Name and address of employer	Position(s) held - including start and end dates	Summary of duties

Education

Name of Educational Establishment (School, College, University etc)	Qualifications obtained with dates, subjects and grades

Training

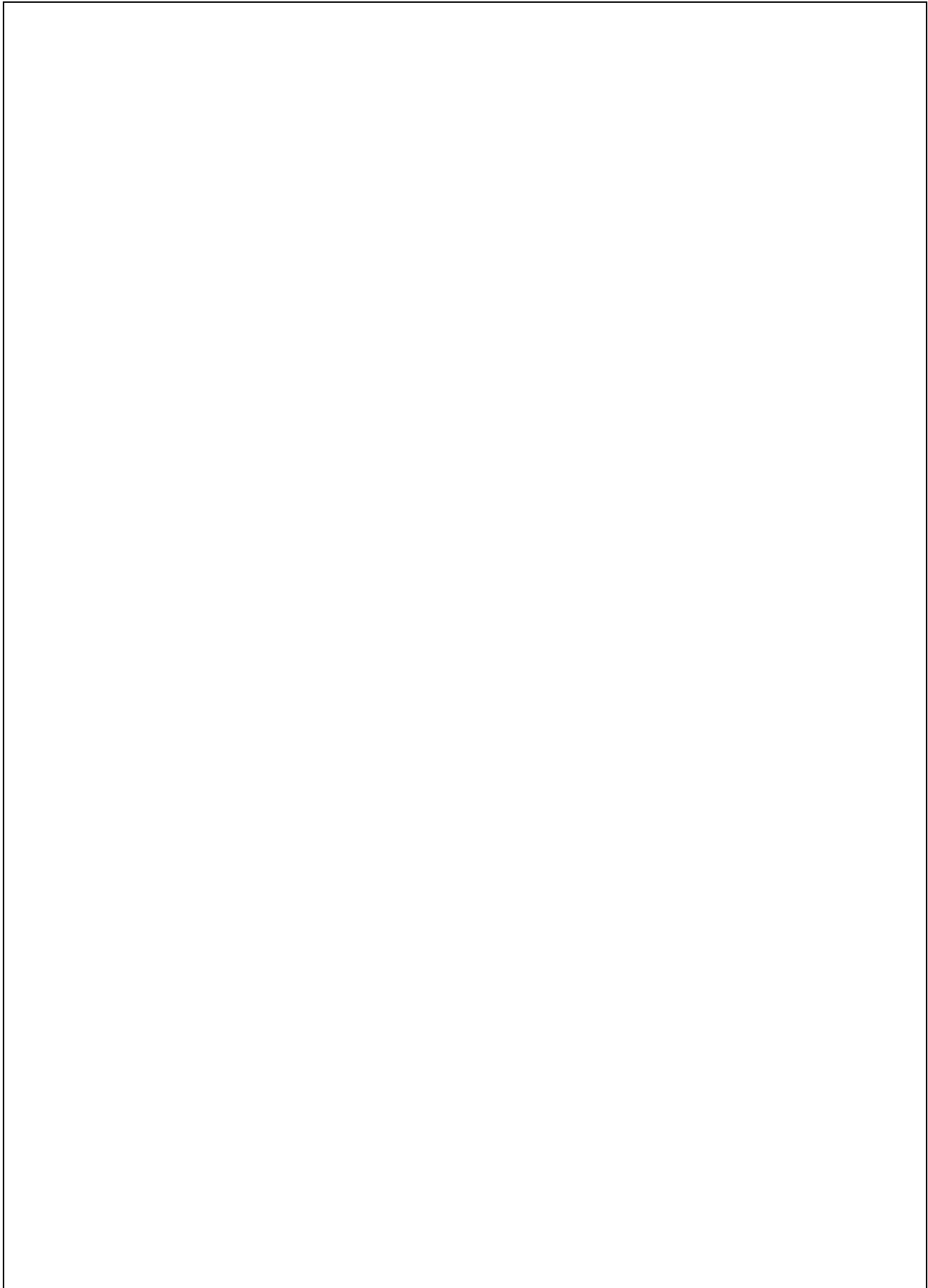
Please provide details of all training and development undertaken relevant to this post

Training Course and Organiser/ Development Activity	Date and Outcome (Grade Achieved where relevant)

Personal Statement

Please use the space below to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports activity where skills and experience have been gained that may assist you in your application. **You are advised to use the Job Description and Person Specification to show how your skills, experience and attributes can help meet the requirements of the post.**

Please insert your statement here



References

References: Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.		
Name:	Name:	
Position:	Position:	
Address:	Address:	
Post Code:	Post Code:	
Telephone number:	Telephone number:	
Capacity:	Capacity:	
May references be taken up prior to interview (please indicate)? YES NO		
When would you be available to take up appointment?		

Additional information

(Please indicate your answers with a tick in the Yes or No Column)

	Yes	No	Further information
Are you entitled to work in the United Kingdom?			A Right to Work Check will be made prior to employment
Are you related to or closely connected to any councillor or employee of the Council? If YES, please give details:			
Do you hold a current full UK driving licence?			
Do you have transport of your own?			
Have you been convicted of a criminal offence? Convictions which are 'spent' under the Rehabilitation of Offenders Act 1974 need not be disclosed. If you have unspent convictions give details of the offence, court, date of conviction and sentence imposed.			Details on a separate labelled sheet
Are you insolvent or an undischarged bankrupt? If yes, give details of the date of the proceedings and the place at which they were held.			Details on a separate labelled sheet

Please check that all sections of this application form have been completed.

Declaration:

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signed: Date:

please indicate here that you agree to the declaration above if submitting electronically

Please return this form by email clerk@landrakeparishcouncilgov.uk by midday on Monday 23rd October 2023.

