# https://encrypted-tbn3.gstatic.com/images?q=tbn:ANd9GcRu6HAccAQsRVZF6wwe2u6C3PxNZX2cTgla0fNMz_yD5o4xyCot

**PCC/PARISH NAME**

**JOB APPLICATION FORM**

|  |  |
| --- | --- |
| ***Post Applied For:*** |  |
|  |  |
| **Full name (including preferred title)** |  |
| **Please complete the following boxes giving evidence as to why you meet the person specification** |
| **Give reasons why you think you would be suitable for this post** |
|  |
|  |
| **Leisure interests and hobbies** |
|  |

|  |
| --- |
|  |
| **Public duties undertaken (JP, Local Councillor, Community Work etc)** |
|  |
|  |
| **What notice are you required to give?** |  |

|  |  |
| --- | --- |
| **May we approach for a reference now?** | **YES** [ ]  **NO** [ ]  |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Occupation** |  |

**PRESENT EMPLOYER**

**Please note: No appointment will be made without first taking up references.**

**Appendix 1 (If your CV includes all of the following information, you may append your CV instead. If it does not, or if you prefer, please complete this appendix.)**

**EDUCATION AND TRAINING**

|  |  |
| --- | --- |
| **Secondary Education – Name(s) of School(s)** | **State whether full or part-time giving exam results and grades** |
|  |  |
| **University/College and other Further Education and Training** | **Type of Course and Subjects Studied** | **Qualifications** |
|  |  |  |

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| --- |
| **Membership of Professional Bodies**  |
|  |

**EMPLOYMENT**

|  |
| --- |
| **Details of present or last employer** |
| **Name** |  |
| **Address** |  |
| **Dates** |  | **Salary** |  |
| **Position / Job Title** |  |
| **Main duties and responsibilities** |  |
| **Reason for leaving** |  |

|  |
| --- |
| **Details of previous employers (in date order)** |
| **Name** |  |
| **Address** |  |
| **Dates** |  | **Salary** |  |
| **Position / Job Title** |  |
| **Main duties and responsibilities** |  |
| **Reason for leaving** |  |

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| --- |
| **Details of previous employers (in date order)** |
| **Name** |  |
| **Address** |  |
| **Dates** |  | **Salary** |  |
| **Position / Job Title** |  |
| **Main duties and responsibilities** |  |
| **Reason for leaving** |  |

|  |
| --- |
| **Details of previous employers (in date order)** |
| **Name** |  |
| **Address** |  |
| **Dates** |  | **Salary** |  |
| **Position / Job Title** |  |
| **Main duties and responsibilities** |  |
| **Reason for leaving** |  |

|  |
| --- |
| **Details of previous employers (in date order)** |
| **Name** |  |
| **Address** |  |
| **Dates** |  | **Salary** |  |
| **Position / Job Title** |  |
| **Main duties and responsibilities** |  |
| **Reason for leaving** |  |

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| --- |
| **Describe your present employment in terms of responsibilities and relationships** |
|  |
|  |
| **Please give two references other than your present employer, friends or relatives**  |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Email** |  | **Email** |  |
| **Occupation** |  | **Occupation** |  |
| **May we approach for a reference now?** |
| **YES** [ ]  **NO** [ ]  | **YES** [ ]  **NO** [ ]  |

**DECLARATION**

|  |
| --- |
| I confirm that the information provided on this application form including either the appendix or the appended CV is true and correct to the best of my knowledge. I realise that is I am employed and such information is found to be false, I am liable to dismissal without notice.If employed, I agree to abide by the Organisation’s rules and regulations as are currently in operation, and as amended by PCC/PARISH NAME from time to time.If you are applying for a post which requires a DBS check, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.The provisions of the Data Protection Act 1998 preclude the PCC/PARISH NAME from retaining and using such confidential information as you have provided, without your consent, apart for the purposes for which it was provided. The retention of your Application and the associated documents, is for specific employment consideration at the time of application, or for future reference in the event of other potentially suitable positions becoming available and will not be disclosed to any third party by us. In any event, the form and any accompanying documentation containing personal information about you, will be destroyed within 12 months should you not become an employee of the PCC/PARISH NAME within that timescale. Your signature on this form indicates your acceptance of the above conditions.If offered the position you will be asked to present original documentation confirming your right to work in the United Kingdom prior to the commencement of your employment.Are you free to remain and work in the UK with no current immigration restrictions? **YES** [ ]  **NO** [ ]  |
| **Signature** |  |
| **Date** |  |