

FAR COTTON AND DELAPRE COMMUNITY COUNCIL

Application forms, completed in your own handwriting, should be returned by email to info@farcottonanddelapre-cc.gov.uk by 4pm on Tuesday 6th July 2021:

POST DETAILS

Post Title: Clerk and Responsible Financial Officer

PERSONAL DETAILS

Full Name: (Mr/Mrs/Miss/Ms/Other) _____

Address: _____

Do you hold a current full driving licence? Yes
No

Do you own a car? Yes
No

Post Code: _____

Do you have any endorsements? Yes
No

Tel (Home): _____

Tel *(Work): _____ *If necessary, may we telephone you at work? Yes
No

PRESENT EMPLOYMENT

Name of Employer: _____

Address: _____

Post Code: _____

Job Title: _____

To which Officer do you report? _____

Date Commenced: _____

How many staff (if any) report to you? _____

Current Salary: _____

Period of Notice _____

Please give dates of any holidays booked: _____

EDUCATION, QUALIFICATIONS AND TRAINING (You may be required to produce evidence of qualifications)

Secondary School/College/University	Approximate Dates		Qualifications	Grade	Approximate Date
	From	To			

Membership of Professional Bodies: _____ Grade: _____ Date: _____

PREVIOUS EMPLOYMENT - MOST RECENT FIRST *(Please continue on separate sheet if necessary)*

Employer	Job Title	Approximate Dates		Salary	Reason for Leaving
		From	To		

INFORMATION TO SUPPORT YOUR APPLICATION *(Please continue on a separate sheet if necessary)*

Please use this space to summarise your present duties and to emphasise those elements of your experience and abilities, and any other information about yourself, which you feel are particularly relevant to the position

applied for.

OUTSIDE HOBBIES, INTERESTS ETC

REFERENCES

Please provide the names and addresses of two referees - one of whom should be your present employer. References for short-listed candidates are taken up prior to interview unless you request otherwise.

Name: _____ Name: _____

Position: _____

Position: _____

Address: _____

Address: _____

_____ Post Code: _____

_____ Post Code: _____

May we contact this referee prior to interview? Yes
No

May we contact this referee prior to interview? Yes
No

Name by which known to your referee(s) (eg maiden name) _____

RELATIONSHIP TO COUNCILLORS AND EMPLOYEES

Applicants for any appointment with Far Cotton and Delapre Community Council are required to disclose any relationship which they may have with any member of Far Cotton and Delapre Community Council, or any contractor or employee. "Relationship" includes by birth, marriage, partnership, friendship, or business. It is a matter for the applicant to make an appropriate disclosure and failure to do so may disqualify an applicant.

I am/am not* related to any elected or prospective member or any person employed by FAR COTTON AND DELAPRE COMMUNITY COUNCIL

If you are, please name relative/friend etc Name: _____

Relationship: _____ Position: _____

DECLARATION

I declare that the information given by me is true. I will not approach any member or officer of Far Cotton and Delapre Community Council in order to advance my appointment as I understand that this will disqualify me from consideration; other than if the advertisement invites me to contact a named individual to seek further details.

Signed: _____ Date: _____

EQUAL OPPORTUNITIES MONITORING

1. **Far Cotton and Delapre Community Council** is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, disability, gender, or marital status, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
2. **ALL** job applicants are asked to complete this form.
- 4.

Post Title: _____

Date of Birth: _____

Age: _____

Surname: _____

Are you:-

Forenames: _____

- Male
- Female

Do you have a physical or mental impairment which has a substantial and long-term impact on your ability to carry out normal day to day activities?

- Yes
- No

Are you:-

- | | | |
|-----------------------------------|---------------------------------------|-------------------------------------|
| <input type="radio"/> White | <input type="radio"/> Black Caribbean | <input type="radio"/> Black African |
| <input type="radio"/> Black Other | <input type="radio"/> Indian | <input type="radio"/> Pakistani |
| <input type="radio"/> Bangladeshi | <input type="radio"/> Chinese | <input type="radio"/> Asian |
| <input type="radio"/> Irish | <input type="radio"/> Other | |

If "Other", please specify. _____