

Ackworth Parish Council / Vacancy Application Form

- Please write clearly.
- All information will be treated in confidence and will be used by staff / employers to assess your suitability for the job.
- Failure to complete this application form correctly and in full may lead to your application not being processed further.

About Yourself

Surname _____ (Mr/Mrs/Ms) First Name _____

Address _____

_____ Postcode _____

Country of Birth _____ National Insurance No. _____

Telephone numbers – Home / Mobile _____

Are you related to, or known to any member of Ackworth Parish Council : Yes / No

If yes, please state who _____

Do you hold a current driving licence? Yes / No

Are you a car owner or do you have use of a car? Yes / No

If you have a disability which requires reasonable adjustments at the selection interview, or which needs to be taken into account when considering your application please let us know. Reasonable adjustments would include sign language interpreters, altering the time of the interview or making the interview room accessible for you.

Your Qualifications

Type of Exam (GCSE, A Level etc.)	Date Taken	Subject	Grade

Verification of qualifications may be sought by the employer.

Other information *(For example any relevant experience or training courses you have attended etc.)*

Hobbies and Interests *(Please give details)*

References

Provide below the name, address and occupation of two responsible persons who know you well in private life and who are willing to answer questions about your character.

Name _____	Name _____
Address _____	Address _____
_____	_____
Postcode _____	Postcode _____
Occupation _____	Occupation _____
Tel. No _____	Tel. No _____

Employment History

Provide below details of your full employment history, starting with your present or most recent job.

Name and Address of employer	Date Started	Date Ended	Position Held (Give brief description of duties)	Reason for Leaving
(1)				
(2)				
(3)				
(4)				

*use additional paper if required

Periods of Unemployment

Record all periods of Unemployment below.

Start Date	End Date

Do you have any objections to contact being made with your present or past employer?

Yes / No

Convictions: Unprejudiced consideration will be given to candidates who declare criminal conviction(s). Only offences which are manifestly incompatible with the post in question will result in candidates being excluded from consideration.

Have you ever been convicted of a criminal offence (other than those that would be considered spent under the Rehabilitation of Offenders Order (NI) 1978)?

Yes / No

Please give details:

Please note: Spent convictions will have to be declared for some positions (e.g. work involving substantial access to children or vulnerable adults). If you are applying for such work you will be asked to complete an additional vetting form.

Declaration:

I declare that the information that I have given is correct

Signed _____ Date _____