

COUNTESTHORPE PARISH COUNCIL

VILLAGE HALL

STATION ROAD

COUNTESTHORPE

LEICESTER LE8 5TB

Tel. No. 0116 277 9518

e-mail: [manager@countesthorpeparishcouncil.co.uk](mailto:manager@countesthorpeparishcouncil.co.uk)

APPLICATION FORM

CONFIDENTIAL

PLEASE USE **BLOCK CAPITALS** AND CONTINUE ON SEPARATE SHEET(S) IF SPACE IS INADEQUATE

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| PERSONAL DETAILS  Forename(s): Surname:  Address:  Postcode:  Telephone: Mobile: |

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| DESCRIBING YOU  Please tell us what skills and personal qualities you have to enable you to work successfully in this role. |

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| EDUCATION DETAILS  Please give details of all secondary education including examinations taken (with results).  **Schools / Colleges** **Courses / Exams** **Qualifications / Grades obtained Date**  State any other achievements during education:  *Please be prepared to provide certificates of pass. etc.* |

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| FURTHER/HIGHER EDUCATION/TRAINING DETAILS  Please give details of any university course or other further education undertaken (including youth training, technical courses, vocational studies, correspondence courses, etc.)  **University / College**  **Courses / Exams** **Qualifications obtained Grade Date**  *Please be prepared to provide certificates of pass. etc.* |

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| EMPLOYMENT DETAILS  Please give details of relevant previous employment / key achievements that might help us assess your suitability for the job for which you are applying, starting with the most recent employment and working backwards.  CURRENT/LAST EMPLOYER  Name:  Address:  Postcode:  Contact for reference: Telephone:  *Please note that we will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact ALL named referees.*  May we contact your current employer for a reference? YES NO  Position(s) held: Salary / Wage:  Outline of duties/key achievements:  Reason for leaving:  Notice period:  Does your current contract of employment contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left?  YES NO  *If* ***YES*** *please supply a copy of your contract of employment* |

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| PREVIOUS EMPLOYER (1)  Name:  Address: Postcode:  Contact for reference: Telephone:  May we contact for a reference: YES NO  Position(s) held: Salary/Wage:  Outline of duties/key achievements:  Reason for leaving: |

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| PREVIOUS EMPLOYER (2)  Name:  Address: Postcode:  Contact for reference: Telephone:  May we contact for a reference: YES NO  Position(s) held: Salary / Wage:  Outline of duties/key achievements:  Reason for leaving:  *Please continue on a separate sheet of paper if necessary* |

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| RIGHT TO WORK IN UK  Are you legally entitled to work in the UK? YES NO  *We will require evidence of this prior to commencing employment* |

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| CRIMINAL RECORD  Have you ever been convicted of a criminal offence? YES NO  Declaration subject to the Rehabilitation of Offenders Act 1974  **If YES**, please give details: |

INTERESTS, HOBBIES AND SPORTS

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

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| HEALTH  Do you require any reasonable adjustments for the interview and selection process? YES NO  *If* ***YES****, please give details:* |

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| DATA PROTECTION  The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other legislation relating to personal data and rights such as the Human Rights Act. Countesthorpe Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Please refer to our Privacy Notice for staff and Policies on our Website at [www.countesthorpeparishcouncil.co.uk/data\_protection](http://www.countesthorpeparishcouncil.co.uk/data_protection) or you can request hard copies of these documents from the Parish Council Manager using the above contact details.  The information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed. If your application is successful, the information will form part of your employment file and we will be entitled to process as per the Staff Privacy Notice. So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent. Accordingly, please sign the consent section below.  I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.  Signed: Date: |
| UNDERTAKING  Please read and sign the following undertaking: I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.  Signed: Date:  ***Note: We are an equal opportunities employer and will not tolerate discrimination in any form.*** |