

APPLICATION FORM

**BAGINTON PARISH
COUNCIL**

**APPOINTMENT OF
CLERK AND
RESPONSIBLE
FINANCIAL OFFICER**

Baginton Parish Council is an equal opportunities employer and your application will be judged solely on merit. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consent under the Data Protection Act at the end of the form to provide the best chance of obtaining an interview. **Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets.**

PERSONAL DETAILS

First Name(s):

Surname:

Preferred Title:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)

IMMIGRATION, ASYLUM AND NATIONALITY ACT 2016

It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 2016 is being complied with.

Do you require a work permit to work in the UK? If yes, please provide details:

REHABILITATION OF OFFENDERS ACT 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

RELATIONSHIP WITH ANY COUNCILLOR OR EMPLOYEE

To your knowledge, are you related to any member or employee of the Parish Council?
If yes, please provide details:

Failure to disclose such a relationship and/or canvassing will disqualify you from appointment, and if appointed you may be dismissed without notice.

SECONDARY & FURTHER EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained, plus those currently being pursued.

School, College and/or University	Dates		Subjects Studied and Qualifications Obtained
	From	To	

Please note that you will be asked to produce evidence of your qualifications.

OUTSIDE INTERESTS AND NON-VOCATIONAL EXPERIENCE

Please give details of any outside interests or non-vocational experience which you feel will support your application.

PROFESSIONAL INSTITUTE & INSTITUTION MEMBERSHIP

Please give details of any relevant professional or technical bodies of which you are a member.

Name of Institute/Professional Body	Level of Membership	Year of Award

TRAINING COURSES

Please give details of any relevant training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title and Duration	Provider	Date

CURRENT OR MOST RECENT EMPLOYMENT – Part 1

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

CURRENT OR MOST RECENT EMPLOYMENT – Part 2

Please provide a brief description of the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description if you wish.)

CURRENT OR MOST RECENT EMPLOYMENT – Part 3

Why do you/did you wish to leave your current/most recent job?

EMPLOYMENT HISTORY

Please list your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and Main Responsibilities	Reason for Leaving
	From	To		

RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

Please state below your reasons for applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Job Description and ensure you cover all of the criteria set out for this job role. This should include information about any period not accounted for in the section above by full time employment or education and training and if appropriate voluntary work. Please use a separate sheet if necessary and/or attach any supporting documents.

DRIVING LICENCE

Do you hold a current driving licence? Yes / No

If "yes" please state type of licence you hold:

ACCESS TO TRANSPORT

Are you a car owner or do you have access to a car? Yes / No

Do you have any current endorsements? Yes / No

If "Yes", please specify:

ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION

Do you wish to add anything further in support of your application?

REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
E-mail address:	E-mail address:
Tel. No.:	Tel. No.:

Have you any objection to the references being obtained prior to interview? Yes / No

References will be obtained and their authenticity checked if you are to be offered the appointment.

DECLARATION AND GDPR (DATA PROTECTION) CONSENT

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Parish Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

I understand that in the event that a provisional offer is made, personal data will also be collected from third parties, including but not limited to former employers, referees and background check providers.

A full copy of our Data Protection Policy and Privacy Notice are available within the Parish Council section of the Village Website at www.baginton-village.org.uk

Signed _____ Date _____

NOTIFICATION OF VACANCY

How did you find out about this vacancy?

ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

Closing date for completed applications is **30th April 2025**.

When completed, please return the application form and any supporting documents by e-mail **ONLY** to the Baginton Parish Clerk address below;

bagintonpc@gmail.com

If short listed, our intention is to arrange interviews within a week of the closing date. Interviews may need to be held during the evening to accommodate both the Recruitment Sub-Committee members and applicants who work during the day.

You will be notified of the date and location, but interviews are generally held at; Baginton Village Hall, Frances Road, Baginton, CV8 3AB

If you have any queries relating to the job or application form, please contact the Clerk using the e-mail address above.