

# COGGESHALL PARISH COUNCIL APPLICATION FORM

Job Title: **Clerk to Coggeshall Parish Council (Proper Officer)**  
 Accountable to: The Council

Coggeshall 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. Please ensure pagination is retained.**

<b>Personal Details</b>			
Name		Preferred title	
Address			
		Postcode	
Home Tel			What is your preferred contact phone number in connection with this application? Please tick.
Mobile			
Personal Email			

## **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.

Have you been insolvent, or a person in respect of whose property a Receiving Order is in effect, or been declared bankrupt	YES/NO
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**Outside Interests or Non-vocational Experience**

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

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

School/college/university	Date from	Date to	Subjects studied, qualifications obtained

You will be asked to provide evidence of your qualifications and Professional Institute 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 short training courses, trade/professional training, Government training schemes or secondments you have completed.

Course Title & Duration	Provider	Date

## Current or most recent employment

Employer			
Address			
			Postcode
Job Title			Current/final salary:
Date Commenced:		Date left or Notice Period Required:	

***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.)***

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

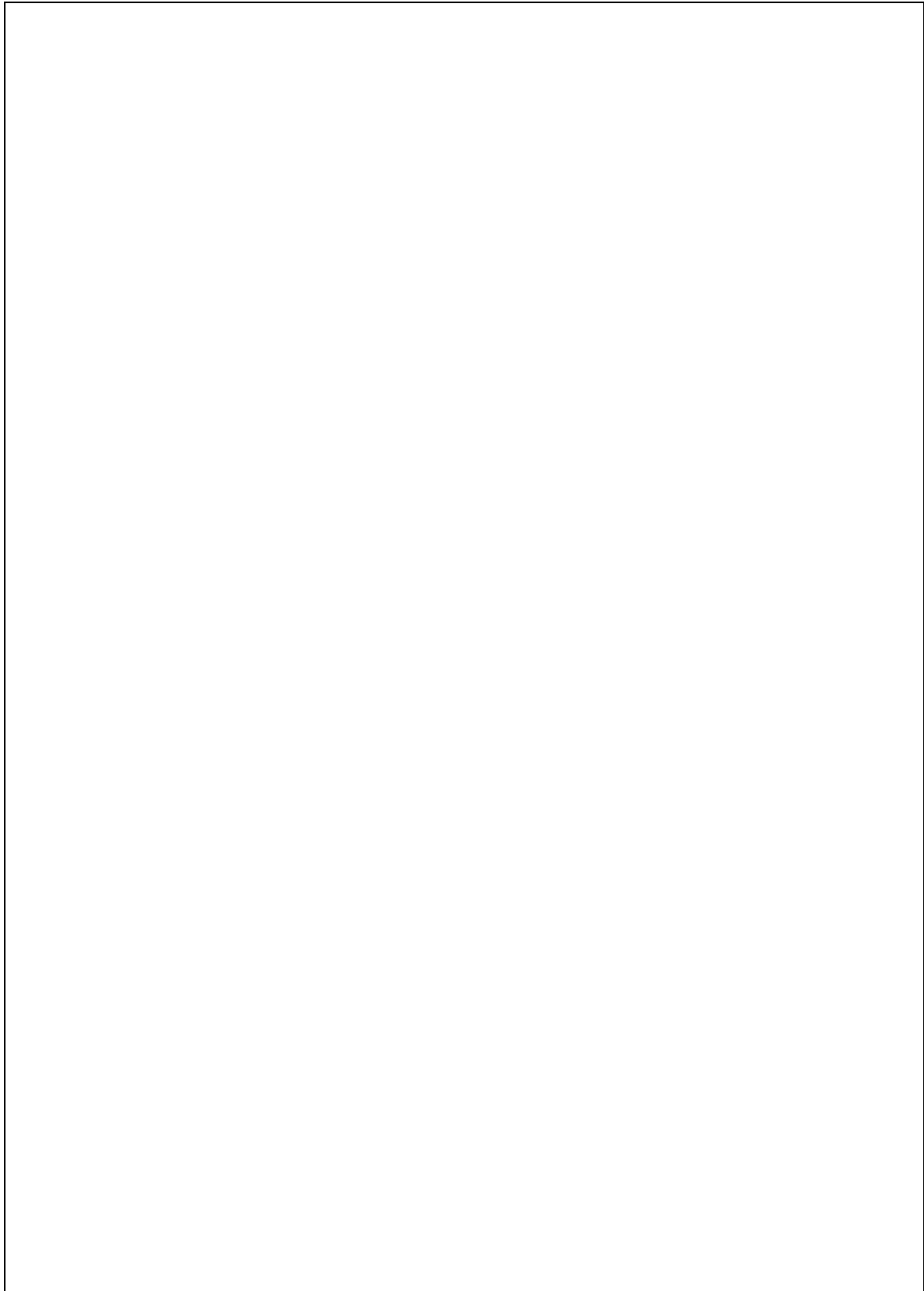
**Employment History**

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 & Address of employer	From	To	Job Title, main responsibilities	Reason for leaving

**Relevant skills, experience and knowledge**

Please give 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 Person Specification and ensure you cover all of the criteria set out for this post. 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.

A large, empty rectangular box with a thin black border, intended for the applicant to provide details on their relevant skills, experience, and knowledge. The box is currently blank.

### **Prevention of Illegal Working**

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Do you require permission or a work permit to take up employment in the UK?	Please write "Yes" or "No":	
Are there any restrictions on your residing in the UK?	Please write "Yes" or "No":	

### **Driving and Driving Licence**

Do you hold a current full driving licence?	Please write "Yes" or "No":	
If "Yes", What type/class of licence?		
Do you have any current endorsements or are you currently banned from driving?	Please write "Yes" or "No":	
If "Yes", please provide details:		
Are you a car owner or do you have access to a car?	Please write "Yes" or "No":	

### **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:
Address:	Address:
Email:	Email:
Tel No:	Tel No:

May we obtain references prior to interview?	Please write "Yes" or "No":	
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References will be obtained and their authenticity checked if you are to be offered the appointment.

## Relationships

Are you, to your knowledge, related to, or do you have any relationship with, an Elected or Co-opted Member or an employee of the Council?	Please write "Yes" or "No":	
If "yes", please give details.		

## Declaration and Data Protection Act Consent

I declare that all the foregoing details given in this application are true to the best of my knowledge and belief, and I 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 by the Council only 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.

Signed	Date
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## ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORM

Please return the completed application form to the Parish Clerk [clerk@coggeshall-pc.gov.uk](mailto:clerk@coggeshall-pc.gov.uk) A confirmation of receipt email will be sent.

Return by email is preferred. However, if you return by post, please send to: Coggeshall Parish Council, The Village Hall, 25 Stoneham Street, Coggeshall CO6 1UH

Please mark the envelope "**Strictly Confidential – Application for post of Clerk to Coggeshall Parish Council**". If you would like a written acknowledgement of receipt please enclose a stamped addressed envelope when submitting this application form.

## INTERVIEW ARRANGEMENTS

We will contact you with interview details, should you be successful in reaching this stage of the recruitment process.