

HOLME VALLEY PARISH COUNCIL
Application for Employment
Post of Clerk

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|---|------------------------|----------------------|----|
| Personal information (confidential) | | | |
| Return this form to the Clerk by email (only) to clerk@holmevalleyparishcouncil.gov.uk | | | |
| Position applied for: Clerk | | | |
| Personal Details | | | |
| | Title: | | |
| | Name: | | |
| Address: | | | |
| | Email: | | |
| | Telephone (Landline): | | |
| | Telephone (Mobile): | | |
| | National Insurance No: | | |
| | | | |
| Do you have a current right to work in the UK? | | Yes | No |
| If no, please provide details. | | | |
| | | | |
| Education | | | |
| Please provide your education history here: | | | |
| | | | |
| Schools/Colleges/University | | Qualification Gained | |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |

| Employment History | | |
|---|---------------------------|--|
| Name and Address of Employer | Job title and main duties | Date of departure and reason for leaving |
| | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | |
| | | |
| References | | |
| Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references | | |
| 1. | 2. | |
| | | |
| Membership of professional bodies | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | |
| | | |

Personal development

Please include any training courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

Please use the section below to provide additional and relevant information in support of your application for this post (please limit your answer to 600 words)

Please use the job description and person specification information provided to inform what you include in this section.

| |
|--|
| |
| Criminal Record |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. |
| |
| Data protection statement |
| <p>All the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications, for recruitment purposes only. Holme Valley Parish Council will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of contractual necessity to process the information provided by you in this form.</p> <p>Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.</p> <p>For more information on how we use the information you have provided, please see our privacy notice which is published on our website – www.holmevalleyparishcouncil.gov.uk</p> |
| Declaration |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Holme Valley Parish Council being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). |
| Signed: |
| Date: |

Applications to be received no later than 5.00pm on Tuesday 4th May 2021.
They should be sent by email only to clerk@holmevalleyparishcouncil.gov.uk