

Job Application Form

Operations Manager & Responsible Finance Officer

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Section 1 Personal details

Title		First Name (s)	
Surname			

Address:	

Postcode:	
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Home Telephone Number:	
Mobile Telephone Number:	

E-mail address:	
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Are you eligible to work in the UK?	Yes		No		
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Do you hold a full UK driving licence?	Yes		No		
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If yes, Do you have any points or convictions?

Section 2 Rehabilitation of Offenders Act

Have you ever been convicted of a criminal offence?	Yes ☐	No	☐	
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Have you any prosecutions pending?	Yes ☐	No ☐
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If yes, please give details / dates of offence(s) and sentence:

Section 3 Health

Number of days absent from work in the last 2 years:	
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Please state number of times in the last 2 years:	
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Are you registered disabled?	YES		NO	
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If yes please provide your disability number and details:

Section 4 Education

Date from	Date to	Name of Institution	Examinations taken and Qualifications Gained

Section 5 Employment Details

Please list starting with current or last employer

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:

Section 6 Information in Support of your Application

Please provide details of how your experience and qualifications meet the Person Specification and Job Description. Continue on a separate sheet if necessary.

Section 7 References

Please give the names and contact details of your most recent employer (NB. References will only be taken if you are offered employment with us)

Section 8 Declaration

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

Signed:		Date:	
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Burton Joyce Parish Council undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Burton Joyce Parish Council may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details. ☐

Once completed please send your application, marked ‘confidential job application’ by the closing date to: clerk@burtonjoyceparishcouncil.gov.uk or post to
The Parish Clerk, The Old School Building, Main Street, Burton Joyce, NG14 5DZ