****

# Application form

**Application for employment as Operations Manager/Clerk to the Council**

Please note that the information given in this form will be used only for the purposes of selecting a Operations Manager/Clerk to Theale Parish Council. All forms may be copied but all copies will be kept securely and seen only by members of Theale Parish Council and its Locum Clerk. All copies will be destroyed at the end of the selection process and the originals will be destroyed after twelve months. The application form of the successful applicant will be retained on that individual’s personal file.

Name ……………………………………..……………………………………………………

Address ……………………………………..…………………………………………………

……………………………………..……………………………………………………………

Postcode ……………………………………..………………………………………………..

Phone ……………………………………..…………………………………………………...

Email ……………………………………..……………………………………………………

## **Education and Qualifications (including Membership of Professional Bodies)**

|  |  |  |
| --- | --- | --- |
| Date From/To | Name of School, College or University | Qualifications Gained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## **Employment history**

Present/or most recent previous employer ……………………………………..…………

Address ……………………………………..…………………………………………………

……………………………………..……………………………………………………………

Postcode ……………………………………..………………………………………………..

Job title ……………………………………..………………………………………………….

Duties:

Salary ……………………………………..…………………………………………………..

Length of time with employer ……………………………………..………………………...

Reason for leaving: ……………………………………..……………………………………

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs:

.

**Personal Statement**

Please tell us why you applied for this job and why you think you are suited to the job. Please refer to the Person Specification and give evidence of how your attributes match our requirement. *Continue on a separate sheet if necessary*

*.*

**Other Information**

Do you consider yourself to have a disability? Yes  No

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process

**References**

Please give the names and addresses of two referees. One should be your present or most recent employer.

**Referee 1 Referee 2**

|  |  |
| --- | --- |
| *Name* | *Name* |
| *Job Title* | *Job Title* |
| *Address* | *Address* |

Are you related to any member or employee of this Council Yes  No

If yes, please give full details:

|  |
| --- |
|  |

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name ……………………………………..……………………………………………………

Signature .................................................. Date …………………………..