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# **Application form**

**Application for employment with Theale Parish Council**

|  |  |
| --- | --- |
| Position you are applying for |  |
| Where did you see the advert |  |

Please note that the information given in this form will be used only for the purposes of selecting an employee to work with 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 staff. 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.

**Personal Details**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone Number |  |
| Email |  |
| Are you eligible to work in the UK? |  |
| Do you have a registered disability? |  |
| Do you suffer from any health condition or disability for which you might need assistance in order to attend an interview?  If you need any reasonable adjustments for the application process or interview, please advise of your requirements. |  |

**Employment History**

|  |  |
| --- | --- |
| Current/most recent job title |  |
| Employer |  |
| Address and post code |  |
| Salary |  |
| Start date |  |
| End date (if applicable) and reason for leaving |  |
| Notice period required |  |
| Responsibilities and duties |  |

**References**

Please supply the names and contact details of two referees who we can contact to support your application.

Current employer referee

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Address  Telephone  Email address |  |
| Relationship |  |
| May we contact this referee in advance of an interview? |  |

Other referee

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Address  Telephone  Email address |  |
| Relationship |  |
| May we contact this referee in advance of an interview? |  |

## **Education History - Qualifications & Training**

|  |  |  |  |
| --- | --- | --- | --- |
|  | School, College,or Training Provider | Dates | Qualification |
| GCSE’s or A-Levels |  |  |  |
| Further Education |  |  |  |
| Other Education/Training |  |  |  |

**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 Personal Specification and give evidence of how your attributes match our requirement. *Continue on a separate sheet if necessary*

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:

**Closing date for applications to be received is Friday 23rd February 2024**

This form should be completed and returned electronically in full to [clerk@thealeparishcouncil.gov.uk](mailto:clerk@thealeparishcouncil.gov.uk)

Alternatively, please send in the post to:

The Clerk, Theale Parish Council, Englefield Road, Theale, RG7 5AS