



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?	

<p>Do you suffer from any health condition or disability for which you might need assistance in order to attend an interview?</p> <p>If you need any reasonable adjustments for the application process or interview, please advise of your requirements.</p>	
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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

Alternatively, please send in the post to:
The Clerk, Theale Parish Council, Englefield Road, Theale, RG7 5AS