



Ash Parish Council
The Ash Centre
Ash Hill Road
Ash, Surrey. GU12 5DP

DIRECT TEL: (01252) 328287

FOR OFFICE USE
ONLY

APPLICANT NO:

CONFIDENTIAL

**JOB
APPLICATION
FORM**

Position Applied For:

Job Title:

Post Number:

Closing Date:

PERSONAL DETAILS

Surname (Capitals):

Forename(s) (Capitals):

Telephone Numbers:

Home:

Work:

Mobile:

Email Address:

Known As:

Address:

Postcode

CURRENT EMPLOYMENT

Position Held:

Date of Appointment to this Position:

Current Salary:

Name and Address of Employer:

Postcode:

EDUCATION AND QUALIFICATIONS:

School/College/University attended

Examinations passed & qualifications gained (with grades). It is Ash Parish Council policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS OR SOCIETIES:

Name of Institute or Professional Body:

Grade of Membership And Date Obtained:

Method of Study, if applicable (state name of College, etc):

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IT SKILLS AND EXPERIENCE:

Package Used/Trained On:

Level/Standard Obtained:

Training/Experience Gained:

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SPECIALISED TRAINING OR JOB-RELATED COURSES ATTENDED:

Training Body:

Course Name & Dates:

Course Content:

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PREVIOUS EMPLOYMENT:

MOST RECENT FIRST (including Military Service, if any) Please identify any periods of unemployment

Name and Address of Employer:

Position Held and Dates Employed:

Reason for Leaving:

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EXPERIENCE, SKILLS AND ACHIEVEMENTS:

Please indicate how your skills, experience and knowledge make you suitable for this position in relation to the criteria specified on the Person Specification (separate sheets may be attached if necessary)

SUPPORTING INFORMATION:

Please give any details you may feel are relevant in support of your application, including why you are interested in this post. (Use additional sheets if necessary)

REFEREES:

Please provide contact details of your two most recent employers/college. If you have had no previous employer, give the particulars of two professional people who have known you for at least 5 years but are not related to you. However, further references may be required.

Please tick box if you do not wish your referees to be approached before interview

REHABILITATION OF OFFENDERS ACT 1974:

Have you ever been convicted of a criminal offence? Yes No

If 'Yes' please give brief details, including dates of convictions. Do not include any 'spent' convictions but if the post for which you are applying is covered by the Rehabilitation of Offenders Exemption Order 1975 then all criminal convictions must be declared regardless of when they occurred.

Ash Parish Council adheres to the Criminal Records Bureau (CRB) Code of Practice, a copy of which will be made available to applicants on request. If the job you are applying for involves working with children or vulnerable adults you will require clearance by the CRB, for which all costs will be borne by the Council. In accordance with the CRB Code of Practice, the Council has a written Policy on the recruitment of ex-offenders, a copy of which is included in all Application Packs.

SUPPLEMENTARY INFORMATION:

How much notice do you have to give?

Are you related to any Member or Officer of Ash Parish Council?

Yes No

Canvassing of Members or Officers will automatically disqualify this application

If Yes, state to whom and relationship

Do you hold a full current driving licence?

Yes No

Are you required to have a Work Permit?

Yes No

If Yes, expiry Date:

Where did you see this post advertised?
(if on a website, please specify)

Please list your main interests and social activities

DECLARATION:

I declare that the information I have provided on this form is true and accurate. Furthermore, I understand that a false declaration resulting in my appointment, will render me liable for dismissal.

Date:

Signed:

The completed application form should be returned to: Ash Parish Council. The Ash Centre, Ash Hill Road, Ash, Surrey. GU12 5DP.