APPLICATION FORM
CONFIDENTIAL

PLEASE RETURN THIS FORM TO:
Parish Clerk
Goostrey Parish Council, Village Hall,
Main Road, Goostrey
CW4 8PE

OR EMAIL: parishcouncil@goostrey.info

POST APPLYING FOR: Goostrey Village Hall Supervisor

NOTES FOR CANDIDATES

- Referees of potentially successful candidates will be approached for references.
- Canvassing disqualifies.

1. PERSONAL DETAILS	
Last Name	
First Names	
Mr/ Mrs/ Miss/ Ms/ Other	
Address for Correspondence (Please include Postcode)	
Daytime / Evening Telephone No.	
Mobile Telephone No	
E mail Address	
Any other name by which you have been known	
National Insurance Number	

2. PRESENT OR MOST RECENT EMPLOYMENT

Name of Employer / Organisation	
Address	
Job Title	
Date Employed	
Salary and other remuneration details	
To whom immediately responsible	
Brief description of duties	
Reason for leaving (if applicable)	
Notice required	

3. PREVIOUS WORK EXPERIENCE

Please start with most recent experience and account for any breaks in employment. You may continue on a separate sheet if necessary.

From	To	Organisation Name and Location	Your Position and Remuneration Detail	Brief Descriptions of Duties and Reason for Leaving

4. EDUCATION AND TRAINING
Give details of any relevant skills / certificates / diplomas or courses attended. Continue onto a separate sheet if necessary.

5. WHY ARE YOU APPLYING FOR THIS POST
Please explain how your skills, experience and aptitudes make you suitable for this position and why this job is of interest to you. Continue onto a separate sheet if necessary.

6. INTERVIEW INFORMATION

Are there any dates on which you would NOT be available for interview? **If yes, please confirm dates you are NOT available:**	**Yes** ☐ **No** ☐

7. DRIVING DETAILS

Do you hold a full valid driving licence?	**Yes** ☐ **No** ☐
Do you have use of a car?	**Yes** ☐ **No** ☐

8. RELATED

Are you related to any Elected Member or Employee of Goostrey Parish Council? **If yes, please give details:**	**Yes** ☐ **No** ☐

9. REHABILATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 & POLICE ACT 1997 – DISCLOSURE & BARRING CHECKS

Please give details of any convictions or charges outstanding of all offences (or alleged offences) including driving offences. If you inadvertently disclose a conviction, which is regarded as 'Spent' it will be ignored.

The post you are applying for includes working on premises used by children and vulnerable adults (regulated activity) the post is classed as an exempt post under the Rehabilitation of Offenders Act 1974 and it will be subject to a Disclosure & Barring check (as noted on the Job Description). You **must** therefore disclose any convictions, bind-over orders, cautions or charges pending, whether current or spent. Failure to disclose this information is a criminal offence and could result in dismissal, disciplinary proceedings or rejection of your application.

Do you have any convictions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014 by SI 2013 1198).

Yes ☐   **No** ☐

If Yes, please provide details, including dates, in a separate letter with your application form.

A criminal record will not necessarily bar you from working for the Council, this will depend on the circumstances and background of your offences.

Are you under any order, or awaiting a hearing, by the CIW, the EWC, or any other professional body?

Yes ☐   **No** ☐

Goostrey Parish Council is committed to protecting and safeguarding the most vulnerable people in our community. Rigorous pre-employment checks are undertaken for all appointments as part of our recruitment and selection process.

If you fail to give us relevant information or give false information this may result in any offer of employment being withdrawn or if already in employment, disciplinary action and dismissal.

10. ASYLUM AND IMMIGRATION ACT 1996
Under the Immigration, Asylum and Nationality Act 2006 the Council has a responsibility to ensure that only those legally entitled to live and work in the United Kingdom are offered employment. In observing this Act you will need to produce documentation which confirms your entitlement.

Do you need permission to work in the UK	**Yes** ☐		**No** ☐
If yes, is this time limited	**Yes** ☐		**No** ☐
If yes, what is the expiry date?			

11. REFERENCES

Please give name, full postal addresses, email and contact telephone number of two referees, one of whom should be your present or immediate past employer.

References will be taken up for shortlisted candidates only and any offer of employment is subject to references that the Council deems satisfactory.

For insurance purposes, if you are appointed we are required to take up references with all your previous employers within three years of the date of this application. For regulated activity posts we are required to contact all previous employers where you worked in a position which involved work with children or vulnerable adults. Details of all previous employers should be listed in Section 3.

Name		Name	
Job Title		Job Title	
Full Postal Address		Full Postal Address	
Email		Email	
Telephone Number		Telephone Number	

I declare to the best of my knowledge and belief, the information I have given in applying for employment is true and accurate. I understand that any offer or employment is conditional upon the accuracy of this information.

Sign: **Date:**

Data Protection Act 2018
The information given may be processed by computer and will be used for recruitment and selection purposes only. This application will be kept for a maximum of 6 months following the recruitment process, and all successful applicants' forms will become part of their personnel file.

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