



APPLICATION FOR EMPLOYMENT WITH THE SOCIETY OF LOCAL COUNCIL CLERKS

Please return this form to address given in Advertisement or Application Pack	
Application for the post of	
Closing Date	
How did you hear about this job? (Name of publication if advertised)	

Part A: Personal Details (Block capitals please)

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (If different from Forename)	
Preferred Title (Eg. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include Postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (If available)	
Email Address (If preferred method of communication & in regular use)	

Part B: Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving:			
Please explain why you are applying for this post at this time:			

Part C: Employment History (most recent first)

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer.

Name & Address of Employer	Dates From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving

Part D: Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

*For posts working with children/vulnerable adults you must provide all dates.

Part E: Training/Continuing Professional Development

Please give details of relevant training/development activities.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

Part F: Personal Statement

You may continue on a separate sheet if you need to.

Key Competencies, Knowledge and Skills: Referring to the person specification, provide examples of how you have demonstrated the key competencies and the knowledge and skill requirements for this role. You may use experience gained from within and/or outside the workplace to provide these examples. (We recommend that you use the different headings on the person specification as a starting point.)

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

Part G: Supplementary Information

Personal Transport: For posts which involve travel away from normal place of work:	
Are you willing and able to travel to meet the requirements of the post?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
Positive About Disability: We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent':	

PART H: REFERENCES AND DECLARATIONS

References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence in a work, voluntary or educational environment. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend. If you do not wish your current employer to be contacted prior to interview please tick the box below

Name of first referee <input type="checkbox"/>	
Job Title of Referee	
Name of organisation	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you (eg supervisor, tutor)	
Dates of your employment	From: / To: /
Name of second referee	
Job Title of Referee	
Name of organisation	
Address (Including Postcode)	
Email address if available	
Daytime telephone number	
Relationship to you	
Dates of your employment	From: / To: /

Declaration

- I confirm that I am entitled to live and work in the United Kingdom.
- I am willing for this data to be held and processed by The Society of Local Council Clerks and to be verified with relevant third parties. This may include previous employers.
- The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, may be referred to the police.

Signed		Date	
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