Application Form: 

**Job title:** Clerk and Responsible Finance Officer  
**Organisation:** Colnbrook with Poyle Parish Council  
**Salary:** £29,636 – £32,029 (pro rata) depending on experience

**Hours:** 12 per week, with some flexibility expected to increase when necessary. If qualified to be Responsible Finance Officer this may increase to 15 hours per week.   
**Application deadline:** Saturday 17th October

Email Address: [**Chairman@colnbrookwithpoyle-pc.gov.uk**](mailto:Chairman@colnbrookwithpoyle-pc.gov.uk)

**Eligibility to work in the UK:**

|  |  |
| --- | --- |
| **Are you eligibly to work in the UK?** |  |
| **Please indicate the documentation you can provide to evidence your eligibility?** |  |
| **You will be required to bring your eligibility document with you to any face to face interview. If inter views are held online, original copies of your eligibility to work will need to be seen prior to any offer of employment being made.** | |

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| --- | --- | --- | --- |
| Personal Details | | | |
| Name |  | Title |  |
| Address |  | | |
|  |  | Postcode |  |
| Phone Number |  |  |  |
| Email Address |  |  |  |

Outside interests or non-vocational experience?

|  |
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| Please give details of any outside interests or non-vocational experience you feel will support your application |

Rehabilitation of Offenders Act 1974:

Do you have any unspent criminal convictions? Please give details if you do, including the offence and when your conviction will be spent.

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Please give details of your education and qualifications obtained and any currently being pursued?

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| --- | --- | --- | --- |
| School / College / Universality | Subject studied | Qualification Awarded?  (e.g.: GCSE / A Level / BA (Hons)/ BSc) | Qualification achieved? (mm/yy) |
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Training Courses:

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| --- | --- | --- |
| Course Title | Provider | Date attended |
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Employment History:

|  |  |
| --- | --- |
| Employer |  |
| Job Role |  |
| Start Date |  |
| End Date / Notice Period |  |
| Reason for leaving |  |
| Role and responsibilities? | |

|  |  |
| --- | --- |
| Employer |  |
| Job Role |  |
| Start Date |  |
| End Date |  |
| Reason for leaving |  |
| Role and responsibilities? | |

|  |  |
| --- | --- |
| Employer |  |
| Job Role |  |
| Start Date |  |
| End Date |  |
| Reason for leaving |  |
| Role and responsibilities | |

References one:

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| --- | --- |
| Name |  |
| Relationship |  |
| Position and Organisation |  |
| Contact information |  |

Reference two:

|  |  |
| --- | --- |
| Name |  |
| Relationship |  |
| Position and Organisation |  |
| Contact information |  |

Declaration:

All information provided in this application form is correct to the best of my knowledge

Signed­­­­ ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name for electronic signature) Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*emailed applications will be considered to be electronically signed by the applicant*)