# Bray Parish Council

# Application form for the position of Parish Clerk

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Phone |  |
| Email |  |

## Education and Qualifications

|  |  |  |
| --- | --- | --- |
|  | Details | Qualifications |
| School |  |  |
| College |  |  |
| University |  |  |
| Job related training |  |  |

## Employment History

|  |  |
| --- | --- |
| Current Employer |  |
| Address |  |
| Postcode |  |
| Job Title |  |
| Duties |  |
| Salary |  |
| Length of service |  |
| Reason for leaving |  |

No approach will be made to your present or past employer before an offer of employment is made to you.

|  |  |
| --- | --- |
| **Previous Employer** |  |
| Job Title |  |
| Employment dates |  |
| Duties |  |
| Reason for leaving |  |
| **Previous Employer** |  |
| Job Title |  |
| Employment dates |  |
| Duties |  |
| Reason for leaving |  |
| **Previous Employer** |  |
| Job Title |  |
| Employment dates |  |
| Duties |  |
| Reason for leaving |  |
| **Previous Employer** |  |
| Job Title |  |
| Employment dates |  |
| Duties |  |
| Reason for leaving |  |

## Other Interests

|  |  |
| --- | --- |
| Are you, to your knowledge, related to, or do you have a close personal relationship with any Member or Officer of Bray Parish Council? |  |
| If yes, please state the name of the person and the capacity in which you are known to them. |  |
| If appointed, do you have any business and/or financial interests which might conflict with the duties of the post? |  |
| If yes, please state the nature of interest. |  |

## Driving Licence

|  |  |
| --- | --- |
| Details | Full/provisional/None |
| Motoring Convictions | Yes/No |
| If yes, please specify |  |

## Personal Statement

~~Personal statement in support of your application for the post~~ Tell us the reasons why you want this job and why you believe you have the skills to be parish Clerk.

The information you provide in this section may contribute towards the decision about whether or not you will be invited to interview.

|  |
| --- |
|  |

## Entitlement to work in the UK.

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document, for example, a document showing your national insurance number, if you have one, your birth certificate, passport, etc.

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 |  |

## Equality and Diversity Form

Bray Parish Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

**Gender** Man 🗆 Woman 🗆 Intersex 🗆 Non-binary 🗆 Prefer not to say 🗆 If you prefer to use your own term, please specify here …………………….

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-29 🗆 30-34 🗆 35-39🗆 40-44 🗆 45-49 🗆 50-54 🗆55-59 🗆 60-64 🗆 65+ 🗆 Prefer not to say 🗆

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆 British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆 Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 Any other mixed background, please write in:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual 🗆 Gay 🗆 Lesbian 🗆 Bisexual 🗆 Prefer not to say 🗆 If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in:

**What is your current working pattern?**

Full-time 🗆 Part-time 🗆 Prefer not to say 🗆

**What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆 Annualised hours 🗆

Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆 Homeworking 🗆 Prefer not to say 🗆 If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆 Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆 Prefer not to say 🗆

## Job Application Privacy Notice

When you apply for a vacancy at Bray Parish Council and have sent us your applications, the information you provide (personal information such as name, address, email, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the application process and interviews. Your personal information will not be shared with any third party. The Council therefore require your agreement to the below:

I agree that I have read and understand Bray Parish Councils Privacy Notice. I agree that by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Bray Parish Council can keep my contact information for an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

I have the right to withdraw my consent and request my details are removed from your database.

|  |  |
| --- | --- |
| Name |  |
| Date of birth if under 18 |  |
| Parent/Guardian Consent for any processing activity |  |
| Address |  |
| Email address |  |
| Signature |  |
| Date |  |