**CONFIDENTIAL**

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| **HEADLEY PARISH COUNCIL**  **APPLICATION FOR THE POST OF:**  **EXECUTIVE OFFICER (CLERK)** | Please return the completed form to:  **Melanie Wathen**  **Clerk & Executive Officer**  **Headley Parish Council**  **Parish Office, Arford Road**  **Headley**  **Hampshire**  **GU35 8LJ**  Email: clerk@headleypc.co.uk |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname:  Address: | First names:  Title: Mr / Mrs / Ms / Miss  Tel No: Home:  Tel No: Work:  Email: |

**2. EDUCATION AND PROFESSIONAL QUALIFICATIONS** (please give as much detail as you feel appropriate)

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| --- | --- | --- | --- |
| Dates:  From / to | Schools / Colleges attended from the age of 11 | Examinations passed / Qualifications obtained | Level |
|  |  |  |  |

**3. MEMBERSHIP OF PROFESSIONAL BODIES**

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**4. CAREER DETAILS**

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| --- | --- | --- | --- | --- | --- | --- |
| (a) Present employment (or most recent) | | | | | | |
| Name and address of employer | | Dates | | Position Held | | Reason for leaving |
|  | |  | |  | | Present Salary  £  Period of Notice: |
| Outline of current job and responsibilities: | | | | | | |
| (b) Previous Employment: | | | | | | |
| Name and address of Employer: | Dates: | | Position Held and Summary of Duties: | | Reason for Leaving: | |
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**5. ADDITIONAL INFORMATION / EXPERIENCE**

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| Please provide a description of your experience, including any specialist work undertaken, relevant training courses and personal qualities which make you suitable for this post (include any voluntary work, activities undertaken which are relevant to the job and any other information in support of your application).  It is important that this section is completed as fully as possible to give you the best opportunity. Continue on a separate sheet if necessary. |

**6. GENERAL INFORMATION**

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| --- | --- | --- |
| Are you related to an Elected Member of Employee in this Council?  If yes, state name, position and relationship: | | Yes No |
| Have you ever been convicted of a criminal offence or been the subject of a conditional discharge or probation order? | | Yes / No |
| Do you hold a current driving licence? | | Yes No |
| Do you have a vehicle available for work purposes? | | Yes No |
| Please give details of any support that you will need during the selection process so that we can ensure that you are treated as favourably as all other applicants. |  | |
| Please indicate where you saw this vacancy: |  | |

**7. REFERENCES**

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| --- | --- |
| Please give details of two people who will be able to provide a reference for you. One should be your present (or most recent) employer. Any offer of employment will be subject to satisfactory references. | |
| 1. Name  Position:  Address:  Tel No:  Relationship to candidate: | 2. Name  Position:  Address:  Tel No:  Relationship to candidate: |
| I certify that the above information is correct and acknowledge the following will result in disqualification of my application or dismissal if appropriate:   1. the provision of false information, either expressly or implicitly in this application or any other part of the selection process; 2. canvassing a Member or senior officer of this Authority in respect of this application.   Signed: Date: | |