**GRADE RUAN PARISH COUNCIL**

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC

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[www.grpc.org.uk](http://www.grpc.org.uk)

**APPLICATION FOR EMPLOYMENT**

Completed Application Forms must be returned by:

**5.00 pm on Sunday 15th October 2023**

To: Lee Dunkley

**Email:** [clerk@grpc.org.uk](mailto:clerk@grpc.org.uk)

**CONFIDENTIAL**

**Application for the post of: Clerk & Responsible Financial Officer**

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| --- | --- |
| **About you** | |
| Name | Address |
| Phone | Email |

**References**

Please give the name and address of two people who can provide an assessment of your suitability for this post. One of these should be your present/most recent employer. If you have not been in paid employment since leaving full-time education please give the name of your tutor or lecturer. Please indicate by marking clearly with an asterisk (\*) if you do not want us to contact them prior to a conditional offer being made.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | | Address | | |
| Email Address if available | |  | | |
|  |  |  | |  |
| Position Held |  | | Day Contact Number |  |
|  |  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | | Address | | |
| Email Address if available | |  | | |
|  |  |  | |  |
| Position Held |  | | Day Contact Number |  |

**Employment History**

Please provide details of your work experience including previous posts with your present employer, unpaid voluntary or casual work. If you have undertaken periods of other responsibilities raising family or caring please include these as well.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present (or most recent) Employment** | | | | |
| Name and Address of Employer: | |  | | |
| Position Held |  | | Is this your current job? | Yes / No |
| Start Date |  | | Leaving Date (if applicable): |  |
| Notice Required |  | | Basic Salary / Wage |  |
| Other Allowances |  | | Reason for Leaving |  |
| Key responsibilities and / or achievements: | | | | |
|  | | | | |

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| --- |
| **All Previous Employment** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title | | Name and Location of Employer | | | Start date | Leaving date | Salary | Main responsibilities | Reason for Leaving |
|  | |  | | |  |  |  |  |  |
|  |  | |  |  | | | *Please continue on a separate sheet if necessary* | | |
| **Please give details relating to any gaps in your employment history** | | | | | | |  | | |

**Education**

Please provide brief details of your education. Please enter most recent first

|  |  |
| --- | --- |
| Name of Educational Establishment  (School, College, University etc) | Qualifications obtained with dates, subjects and grades |
|  |  |

*Please continue on a separate sheet if necessary*

**Training**

Please provide details of all training and development undertaken relevant to this post

|  |  |
| --- | --- |
| Training Course and Organiser/ Development Activity | Date and Outcome (Grade Achieved where relevant) |
|  |  |

*Please continue on a separate sheet if necessary*

The information provided in this section will be used to decide if you will be invited to the next stage of the selection process. It is important therefore that you cover the requirements listed in the person specification for the job, and explain why you would like to fill the role and how your skills are relevant:

**Knowledge and Skills**

|  |
| --- |
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**Where did you hear about this job vacancy?**