

STONE PARISH COUNCIL

APPLICATION FORM FOR EMPLOYMENT

Position applied for:

Personal Details

Surname:

First Name(s):

Title:

Email:

Address:

Post Code:

Telephone Number:

How would you prefer to be contacted?

Do you have a current driving licence?

Do you have the use of a car?

Are you eligible to work in the UK?

(If you are offered a position with the Council, you will be required to produce a qualifying document as required by the Asylum & Immigration Act 1996.)

Employment

Job Title:

Start Date:

Salary:

Leaving Date:

Notice Period:

Reason for leaving:

Employers Name:

Address:

Post Code:

Describe the main duties and responsibilities of your current post:

Previous Employment

Job Title:

Start Date:

Reason for leaving:

Leaving Date:

Employers Name:

Address:

Post Code:	
Describe the main duties and responsibilities of your current post:	

Job Title:	Start Date:
Reason for leaving:	Leaving Date:
Employers Name:	
Address:	
Post Code:	
Describe the main duties and responsibilities of your post:	

Job Title:	Start Date:
Reason for leaving:	Leaving Date:
Employers Name:	
Address:	
Post Code:	
Describe the main duties and responsibilities of your post:	

General Experience

Please outline your experience, suitability and interest in this position

(Short listing and selection will be based on the job description and the person specification. Please address these requirements in your application, citing experience gained either at work or in a voluntary capacity. Please continue on a maximum of ONE additional sheet if necessary.)

Education & Training

Education (Secondary/Further/Higher)

Name of School, College or University	Dates	Qualification(s) gained	Grade

Training

Details of any professional qualifications and/or membership of professional associations

Other Information

How many days have you had off work due to sickness in the last 2 years?

Have you ever been convicted of a criminal offence?

If yes, what was the nature of the offence?

References

Please give details of two referees, one of which must be your current/most recent employer
(If you have not previously been employed, please give details of two suitable people who can provide a reference stating the relationship between you.)

References will not be taken up without your prior agreement.

1.	2.
Name:	Name:
Job Title:	Job Title:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Telephone:	Telephone:
Email:	Email:

Declaration:

I confirm that the information I have given on this form is correct and understand that any false statement may result in the withdrawal of any offer of employment and/or dismissal without notice.

Signed:

Date:

Notes for Application form

The following notes will explain why we have requested certain information on our application form.

Please read them through before completing the Application form.

1. **The Asylum and Immigration Act 1996**

In order to comply with the above Act, we must establish that all applicants for employment with the Council have the right to work in the UK before we can make an offer of employment.

If you are invited for an interview, we will need to see the ORIGINAL copy of ONE of the following Qualifying Documents prior to issuing a formal offer letter:

- a. Birth Certificate issued in the UK
- b. A Passport describing the holder as a citizen of the UK, or as having the right of abode in the UK
- c. Certificate of Registration, or Naturalisation as a British Citizen
- d. Passport issued by a State which is party to the European Economic Area Agreement
- e. An Identity Card issued as in d above, which state the holder is a member of a State which is party to the agreement
- f. Passport, or travel document, endorsed to holder has indefinite leave to remain in the UK
- g. Passport, or travel document, showing holder has leave to enter, or remain, in the UK and is not precluded from employment here
- h. A letter from the Home Office, or Department for Education and Employment, indicating permission to take employment
- i. Documents from the Inland Revenue, Benefits Agency, Employment Service, or previous employer that contains a National Insurance Number.

2. **Evidence of Qualifications**

If you are invited for interview for the position applied for, you will be required to bring with you the original certificates for the qualifications you hold.

3. **Data Protection Act 1998**

Any information supplied on this application form will be processed in accordance with the Data Protection Act 1998.

Applications to be returned to:

Jennie Thomas
Stone Parish Council
Stone Pavilion, Hayes Road
Stone, Kent
DA9 9DS