

**Appleton Wiske..... Parish Council**

**Job Application form**

**Personal information (confidential)**

<b>Application for employment</b>			
Return this form to: <u>Clerk to Appleton Wiske Parish Council, Willow End, Front Street, Appleton Wiske, Northallerton, DL6 2AA</u> <u>Or clerk@appletonwiske.com</u>			
Ref No:			
Position applied for:			
<b>Personal Details</b>			
Title:			
Name:			
Address:			
Email:			
Telephone (Landline):			
Telephone (Mobile):			
Mobile:			
National Insurance No:	<u>WHY?</u>		
Do you hold a current driving licence?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Groups:			
Expiry date:			
Details of endorsements (if none, please insert "N/A")			
<u>Not Necessary</u>			
Do you have a current right to work in the UK?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If no, please provide details. <u>My recollection is that employers should check the applicants passport and retain a copy in the employers records as proof that a) you have checked and b) the applicant has the right to work in the UK</u>			
<b>Education</b>			
Please provide your education history here: <u>How relevant is this?</u>			

Schools/Colleges/University	Qualification Gained
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Employment History**

Name of Employer	Job title and main duties	Date of departure and reason for leaving

Please note here any other employment that you would continue with if you were to be successful in obtaining this role:

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**References**

Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references

1. <u>What if self employed?</u>	2.
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Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:

Only relevant to being a clerk.

### **Personal development**

Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable:

### **Data protection statement**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of *[insert lawful basis]* to process the information provided by you in this form.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which is *[delete as appropriate – attached to this form/located at [insert details]]*.

### **Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

### **Signed:**

You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number.

