# DOWNEND & BROMLEY HEATH PARISH COUNCIL

**Application for Employment**

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| P**ERSONAL DETAILS** |
| **ROLE APPLIED FOR:** |  |
| **FULL NAME** |  |
| **ADDRESS:****POSTCODE:** |  | **LANDLINE:** |  |
| **MOBILE:** |  |
| **E-MAIL:** |  |
| **EDUCATION** |
| **SCHOOL OR COLLEGE** | **QUALIFICATION** | **GRADE** | **DATE OBTAINED** |
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| **DO YOU HAVE ANY UNSPENT CONVICTIONS AS DEFINED BY THE REHABILITATION OF OFFENDERS ACT 1974 OR AS AMENDED BY THE LEGAL AID SENTANCING AND PUNISHMENT OF OFFENDERS ACT 2012?** **IF YES GIVE DETAILS BELOW:**  | YES / NO |
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| **WORK EXPERIENCE AND EMPLOYMENT HISTORY (Please start with most current employment)** |
| **EMPLOYER NAME AND ADDRESS** | **DATES WORKED** | **JOB TITLE and BRIEF OUTLINE OF DUTIES** | **REASON FOR LEAVING (include period of notice for current role)** |
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| **TRAINING / COURSES** |
| **NAME OF COURSE** | **TRAINING PROVIDER** | **DATE** |
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| **SKILLS AND EXPERIENCE** |
| PLEASE GIVE DETAILS OF PAST EXPERIENCE WHICH WOULD ASSIST YOU IN THE POST FOR WHICH YOU ARE APPLYING. PLEASE REFER TO THE REQUIREMENTS OF THE PERSON SPECIFICATION ACCOMPANYING THE JOB DESCRIPTION AND STATE BRIEFLY WHY YOU THINK YOU COULD SUCCESSFULLY CARRY OUT THE DUTIES OF THE POST: |
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| **REFERENCES** |
| * *A MINIMUM OF TWO MUST BE SUPPLIED. TWO REFEREES MUST BE PREVIOUS EMPLOYERS AND ONE REFEREE SHOULD BE YOUR CURRENT OR MOST RECENT EMPLOYER.*
* ***IF YOU HAVE JUST LEFT EDUCATION****, YOUR REFEREES SHOULD BE YOUR LAST TUTOR/ACADEMIC MENTOR AND YOUR HEAD OF YEAR. A THIRD REFEREE SHOULD BE SUPPLIED FOR ANY PART-TIME JOB YOU MAY HAVE. REFEREES WILL NOT BE CONTACTED WITHOUT YOUR APPROVAL*
 |
|  | **REFEREE 1** | **REFEREE 2** | **REFEREE 3** |
| **NAME:** |  |  |  |
| **ORGANISATION:** |  |  |  |
| **JOB TITLE:** |  |  |  |
| **ADDRESS:** |  |  |  |
| **EMAIL:** |  |  |  |
| **TELEPHONE** |  |  |  |
| **MAY WE CONTACT PRIOR TO INTERVIEW?** | Yes / No | Yes / No | Yes / No |

**Asylum and Immigration Act 1996**

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| Are you entitled to work in the UK? | Yes |  | No |  |  |
| If you are offered this job, confirmation of your appointment will be subject to you providing a document issued by either a previous employer, the Inland Revenue, the DSS or the Employment Service confirming your National Insurance Number. If you do not have a National Insurance Number, you will need to supply some other appropriate document confirming that you are eligible to live and work in the United Kingdom. |
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| I hereby confirm that the particulars given above and in the attachments to this application are true and correct to the best of my knowledge and that I have not canvassed any member or Officer of the Downend & Bromley Heath Parish Council in relation to the appointment I now seek. Signature: Date: |

Please return completed application form to:

The Parish Clerk

Downend & Bromley Heath Parish Council

Downend Library

Buckingham Gardens

Downend

Bristol BS16 5TW

Or email to: clerk@dbhparishcouncil.co.uk

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| If you have any additional needs or requirements for you to be able to attend for interview, please inform us about these below: |
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