
Payhembury Parish Council

Clerk: Mrs Dawn Chamberlain

Tel: 07396 841 803

clerk@payhembury-pc.gov.uk

www.payhembury-pc.gov.uk

PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER (RFO) APPLICATION FORM

If completing the application form electronically, please expand relevant boxes as appropriate to include all relevant data. If completing the form on paper, please continue on separate sheets of paper and clearly indicate which section the additional information refers to.

Section 1: PERSONAL DETAILS

Name (including preferred title):

Address:

.....

Postcode:

Telephone Nos: Home: Work: Mobile:

Email Address:

Section 2: EMPLOYMENT HISTORY

Current or most recent employment:

Name, address and postcode of employer:

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Job title:

Date commenced:

Leave date or notice period required if applicable:

Main duties:

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Previous employers:

Please tell us about other jobs you have done. Please cover the last 10 years and state nature of business (continue on a separate sheet if necessary)

Name, address and postcode of employer:

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Job title:

Length of time with employer:

Reason for leaving:

Main duties:

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Name, address and postcode of employer:

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Job title:

Length of time with employer:

Reason for leaving:

Main duties:

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Name, address and postcode of employer:

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Job title:

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Length of time with employer:

Reason for leaving:

Main duties:

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Section 3: EDUCATION & QUALIFICATIONS		
Please include details of education and qualifications obtained and those currently being pursued. Please ensure you include any sector relevant qualifications such as CiLCA, FiLCA, etc and relevant training courses such as GDPR, etc		
Educational Body	Subjects studied & qualifications gained	Dates

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Section 4: RELEVANT EXPERIENCE, SKILLS AND KNOWLEDGE

Please state below your reasons for applying for this post and the experience, skills and knowledge you have which would enable you to do it well. Please refer to the Personal Specification and ensure you cover all of the criteria set out for this job role. This should include information about any period not accounted for in the section above by full time employment or education and training and if appropriate voluntary work. Please use a separate sheet if necessary and/or attach any supporting documents.

Section 5: OTHER EMPLOYMENT

If appointed, will you also be employed elsewhere at the same time? YES / NO

If yes, please give details:
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Section 6: REHABILITATION OF OFFENDERS ACT 1974

Do you have any unspent convictions as defined by the Rehabilitation of Offenders Act 1974 or as amended by the Legal Aid Sentencing and Punishment of Offenders' Act 2012? A criminal record will not necessarily be a bar to obtaining employment with the Parish Council: YES / NO

If yes, please give details / date of offence(s) and sentence:

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Section 7: PREVENTION OF ILLEGAL WORKING

Asylum and Immigration Act 1976

Do you require permission or a work permit to work in the UK?: YES / NO

The Parish Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Parish Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? YES / NO

Section 8: DISABILITY DISCRIMINATION ACT

This Act, and subsequent amendments, protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?: YES / NO

If yes, please give details:

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.....

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people

Do we need to make any specific arrangements in order for you to attend the interview?: YES / NO

If yes, please give details:

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Section 9: DRIVING LICENCE

Do you hold a current driving licence?: YES / NO

Are you a car owner or do you have access to a car?: YES / NO

Do you have any current endorsements?: YES / NO

If "Yes, please specify:

.....

Section 10: RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with a Member, Elected or Co-opted or employee of the Council? YES / NO

If "Yes, please give details:

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Section 11: REFERENCES

Please give details of two people who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name of first referee:

Position:

Address & postcode:

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E-mail address:

Tel. No.:

Name of second referee:

Position:

Address & postcode:

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E-mail address:

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Tel. No.:

Have you any objection to the references being obtained prior to interview?: YES / NO

References will be obtained, and their authenticity checked if you are to be offered the appointment.

Section 12: DECLARATION AND DATA PROTECTION ACT CONSENT

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

I understand that the information given in this form will be processed only by the Parish Council for the purpose of considering my application for employment and, if I am successful in my application, this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise, this form will only be retained by the Council for so long as it is required in connection with the application

Signed: Dated:

Section 13: ACKNOWLEDGEMENT AND RETURN OF COMPLETED FORMS

When completed, please return the application form to:

Mrs Dawn Chamberlain
Parish Clerk to Payhembury Parish Council
c/o Rose Cottage
Payhembury
Honiton
Devon
EX14 3HR

Please mark the envelope **'Confidential – Application for the post of Parish Clerk & RFO'**.

Or by emailing it to clerk@payhembury-pc.gov.uk