**Hatfield Peverel Parish Council**

Village Hall, Maldon Road, Hatfield Peverel, CM3 2HP

Phone No: 01245 382865

Email: [parishclerk@hatfieldpeverelpc.com](mailto:parishclerk@hatfieldpeverelpc.com)

**Application for Employment**

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| --- | --- | --- | --- |
| Post applied for | **Assistant Clerk** | Date |  |

**Personal**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title |  |
| Other names |  | | |
| Address |  | | |
| Email |  | | |
| Telephone |  | Mobile |  |
| Nationality |  | Nat Ins No |  |
| Asylum and Immigration Act 1996 ***– Proof of Legal Right to Work in the UK*** *Section 8 of the Act requires employers to keep evidence of applicants’ legal right to work in the UK. The appointment is subject to the successful candidate being able to supply documentary evidence (i.e. National Insurance number, passport, UK or Irish birth certificate, Visa/Work Permit) to confirm your eligibility to work in the UK.*  Are you legally eligible for employment in the UK? **YES / NO**  *(Those invited for interview are required to produce confirmatory evidence)* | | | |

**Education, training and qualifications**

|  |  |  |
| --- | --- | --- |
| School/College/Institute etc | From/To | Qualifications Obtained |
|  |  |  |
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**Current/most recent employment**

|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
| Job Title |  |
| Reason for leaving |  |
| Brief outline of  Responsibilities and Achievements |  |

**Previous employment** *Please give details of your previous employment*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Position held | From | To | Reason for leaving |
|  |  |  |  |  |
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**Supporting Statement**

*(Please indicate how your skills and experience meet the Person Specification and your reasons for applying for this post)*

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| **Criminal Convictions** The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.  Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/organisations/ministry-of-justice> |
| Please provide details of any criminal convictions except those 'spent', or otherwise ‘protected’ under the Rehabilitation of Offenders Act 1974 |
|  |

Do you hold a current driving licence? If yes, do you have any current endorsements?

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**Referees** Please give the names and contact details of two referees. One should be your present or most recent employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Occupation |  | Occupation |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| May we request a reference now? |  | May we request a reference now? |  |

|  |
| --- |
| **Relationships**  Do you have a personal relationship with, or are you related to, any member of staff or to an elected member of the Council? *(if yes, please give details)* |

Hatfield Peverel Parish Council is an equal opportunities employer. Please see our Equal Opportunities Statement on our website: <https://e-voice.org.uk/hatfieldpeverelpc/assets/documents/equal-opportunities-statement>

|  |
| --- |
| I declare that the above information is correct and complete and that the information provided gives a fair representation of my qualifications and employment history. I accept that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.  I consent to this form being processed for the purposes of recruitment to this post (see Privacy Notice below). |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Closing Date for Applications: Monday 31st May 2021**

**Return application:**

***by post to:***

Parish Clerk, Hatfield Peverel Parish Council, Maldon Road, Hatfield Peverel, CM3 2HP

***by email to:***

[parishclerk@hatfieldpeverelpc.com](mailto:parishclerk@hatfieldpeverelpc.co.uk)

**Privacy Notice**

Hatfield Peverel Parish Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulation and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the Privacy Notice on our website: <https://e-voice.org.uk/hatfieldpeverelpc/assets/documents/privacy-notice>