**APPLICATION FOR EMPLOYMENT**

**PRIVATE & CONFIDENTIAL**

|  |  |
| --- | --- |
| Position applied for: | |
| Full name | Address:  Postcode: |
| Daytime telephone: Home telephone:  E-mail address: |
| Date of birth: (if under 21) |

### EMPLOYMENT

1. Details of all present employments (or most recent employment)

|  |  |  |
| --- | --- | --- |
| Position held  Hrs/wk: | Employer and address | From:  To:  (if applicable) |
| Brief details of main duties/responsibilities: | | |
| Length of notice required or date you could start: | | |

1. Details of all previous jobs since leaving full-time education. Full details should also be given for any period not accounted for by full-time employment (e.g. unemployment, voluntary work, part-time work, raising a family). (Enclose additional sheets if necessary).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Job held and brief details | Reason for leaving | From | To |
|  |  |  |  |  |

**QUALIFICATIONS/TRAINING-** Please give details of any qualifications obtained and training courses undertaken **which are relevant to the job** together with dates.

|  |  |  |
| --- | --- | --- |
| Qualifications and training (show grades and institution where obtained) | From | To |
|  |  |  |

### SUITABILITY FOR THE JOB

Please state why you think you are suitable for this job. Enclose additional sheets if necessary

**Note:** We recruit solely on merit. To do this, we will seek to match the information you provide against the person specification for the job. Therefore, you should ensure that you address each point identified in the *person specification* and provide evidence of relevant experience and skills, including areas others than paid work.

Chigwell Parish Council is an equal opportunities employer.

### ADDITIONAL INFORMATION

|  |  |
| --- | --- |
| 1. If the post you are applying for is full-time, would you like to adjust your working hours (37 hours). Please note core hours between 10am and 3pm would apply. | |
| 2. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974, as amended by the Protection of Freedom Act 2012. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are ‘spent’ under the provisions of the Act. If you are to be recommended for the post, you will be subject to a Disclosure and Barring Service check - this will be an enhanced disclosure. You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies.  If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked "private and confidential". This should be sent by post to Chair of Personnel, Chigwell Parish Office, Hainault Road, Chigwell, Essex, IG7 6QZ. Please give Post reference number and include contact details. For confidentiality purposes, this information must not be sent by e-mail. | |
| 3. If you are a parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece of an existing Councillor or employee of the Council, or of the partner of such a person, **you must enclose a written statement to that effect with your application.** | |
| 4. Other than any details given on page 1, are you in receipt of any income from Chigwell  Parish Council, including any payments received via agency work? | |
| 5. Have you ever been dismissed from employment with Chigwell Parish Council or any other employer? If ‘YES’ state from where and when. | |
| Please give any dates when you are not available for interview. | |
| **REFERENCES** - Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity. | |
| **REFEREE (1)** | **REFEREE (2) \*Employment/Personal capacity(\*delete)** |
| Name  Job Title | Name |
| Address | Address |
| Tel No.  Email Address | Tel No.  Email Address |
|  | |
| **References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why.** | |
| *You may use a Councillor or Council employee as a referee if they are not directly involved in the recruitment process. However any attempt to influence the process in your favour or on your behalf will disqualify you.* | |

Date:

Signature:

**DECLARATION - The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to me being dismissed if appointed to the post.**

By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us.

**COMPLAINTS PROCEDURE**

If you have a complaint regarding the recruitment process, please write to the Chair of Personnel Committee via email to [recruitment@chigwellparishcouncil.gov.uk](mailto:recruitment@chigwellparishcouncil.gov.uk)

we will investigate and respond within 28 working days.

If you have not been contacted to attend an interview please respect that, on this occasion, you have not passed through the shortlisting criteria, but your information will be kept on file for 6 months and will be taken into consideration if further vacancies are required.

Please return this form, when complete to [recruitment@chigwellparishcouncil.gov.uk](mailto:recruitment@chigwellparishcouncil.gov.uk)