

**APPLICATION FORM FOR THE POST OF
PARISH MANAGER**

*Quorn
Parish Council*

PRIVATE AND CONFIDENTIAL



If you are filling in this form by hand, please use black ink or typescript to facilitate copying. You may use additional sheets of paper if there is not enough space to enter relevant information in any section of the form.

1. PERSONAL INFORMATION

Surname (block letters):	Initials:
Home Address:	Home Telephone No:
	Business Telephone No:
Postcode:	Mobile Telephone No:
National Insurance Number:	E-mail Address:
May we, with discretion, telephone you at work? YES/NO	

For office use only: Acknowledged:.....	Short-listed: YES/NO	Appointed: YES / NO
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2. EDUCATION, TRAINING SKILLS, INSTITUTE MEMBERSHIPS

(You may be asked to provide proof of your qualifications as a condition of employment)

Secondary Schools, Colleges and Universities attended	Dates		Qualifications gained or pending (state subjects with grade, level or class)
	From	To	
Training courses, developmental courses or Government training schemes	From	To	Qualifications gained or pending
Non-vocational experiences/skills which may be relevant to your application (e.g. family duties, voluntary work, First Aid and leisure interests)	From	To	Qualifications or certificates gained
Membership of Professional Bodies	From	To	Grade of membership and if by examination or election

3. PRESENT OR MOST RECENT EMPLOYMENT

Post title:	Date appointed:
Name and address of employer:	Period of notice required to terminate:
Postcode:	Leaving date and reason for leaving:
Telephone number with STD code:	Current wage / salary and Public Sector grade: (if applicable):

Please give a brief description of your duties and activities, including your responsibilities, accountability and achievements. In addition, if applicable, please state the reason why you would like to change your job. If you are unemployed or you are a school or college leaver, describe any experience or achievements that you feel are relevant. Include voluntary, spare time or project work.

4. EMPLOYMENT HISTORY (including relevant voluntary work)

Please list your previous employment since leaving school, in date order with the most recent position first. Please account for any gaps in your employment (subject to the provisions relating to disclosure under the Rehabilitation of Offenders Act 1974). Please continue on a separate sheet if necessary.

Dates		Name and address of employer (including telephone number)	Job title plus brief description of responsibilities, reason for leaving and salary
From	To		

5. SUPPORTING STATEMENTS

You will have received a person specification for the post of Town Clerk and Responsible Financial Officer. Please address each element of the person specification and tell us how you meet the level of competence/knowledge required. You may also add any general statement at the end of this section which you consider will assist with your application

6. OTHER INFORMATION

(Please answer the questions by circling or deleting YES or NO and giving the required details)

<p>Medical History</p>	<p>Is your health generally good? Have you consulted your doctor in the past year? If 'yes' give details: How many days sick leave have you taken in the last 2 years? <i>(Those invited for interview are required to complete a medical questionnaire)</i></p>	<p>YES/NO YES/NO</p>
<p>Parental Leave</p>	<p>Please indicate how many days (if any) you have taken as parental leave per eligible child:</p>	<p>N/A</p>
<p>Authorisation To work in The United Kingdom</p>	<p>Do you have evidence of your entitlement to live and work in the UK? <i>(For example, a National Insurance number, a birth certificate issued in the UK or Republic of Ireland or a passport confirming British Citizenship)</i> Do you need a work permit to allow you to work in the UK? <i>(Those invited for interview are required to produce confirmatory evidence)</i></p>	<p>YES/NO YES/NO</p>
<p>Previous Convictions</p>	<p>Have you ever been convicted of a criminal offence or been investigated or convicted for fraud? If YES please provide details on separate sheet <i>(You are not required to disclose convictions which are spent under the Rehabilitation of Offenders Act, unless the post for which you have applied for is exempt under the Act) The Council may require you to consent to a Criminal Records Bureau disclosure as a condition of your employment. You need not include motoring offences unless your licence has a current endorsement as a result of a conviction)</i></p>	<p>YES/NO</p>
<p>Transport Arrangements</p>	<p>Do you hold a current full UK Driving Licence? Do you have your own transport which would be available for Council business?</p>	<p>YES/NO YES/NO</p>
<p>Disability</p>	<p>Do you consider yourself to have any disability that might require the Council to make adaptations in order for you to attend interview? If 'yes', please give details:</p>	<p>YES/NO</p>
<p>Spare Time Activities</p>	<p>Have you any obligations in respect of the Territorial Army or Reserve Forces or the Fire Brigade? If 'yes', please give details: Please give brief details of your leisure activities, sports, hobbies, interests, etc.</p>	<p>YES/NO</p>
<p>Relationships</p>	<p>Do you have a personal relationship with, or are you related to any member of staff or to an elected Quorn Parish Councillor? If 'yes', please give details:</p>	<p>YES/NO</p>
<p>Job Share</p>	<p>Are you interested in being part of a job share scheme (if available)?</p>	<p>YES/NO</p>

7. REFERENCES

Please nominate two persons to whom we can apply for references concerning your suitability for this post. One should be your present employer or, if not applicable, your last employer. The other should preferably be a previous employer. **PLEASE PRINT THE DETAILS**

Name:
Job Title:
Address:

Name:
Job Title:
Address:

Daytime Telephone No:

Daytime Telephone No:

Relationship:

Relationship:

If you are short-listed for interview, may we contact your referees before the interview?

Referee 1: **YES / NO**

Referee 2: **YES / NO**

Availability for interview

Dates within the next two months when you would NOT be available for interview (if applicable)

8. DECLARATION

I understand that all forms of canvassing of any Councillors or staff of Quorn Parish Council in connection with this appointment will automatically disqualify me. I declare that all the information I have given is, to the best of my knowledge and belief, true and accurate. I accept that any false statement may disqualify me from employment or render me liable to summary dismissal, and that I may have to produce documentary evidence of my qualifications and previous salary. Furthermore, I have not omitted any facts which may have a bearing on my application for employment. I also understand that no offer, of employment made to me will be binding unless confirmed in writing. I give explicit consent that the information which I give on this form may be processed in accordance with the Council's registration under the Data Protection Act 1998.

Signed:

Date:

Please return your completed application form in an envelope marked "CONFIDENTIAL" to:

**Clerk to Quorn Parish Council,
The Old School
School Lane
Quorn
LE12 8BL**

Or email to quornapplications@outlook.com.

EQUAL OPPORTUNITY MONITORING

CONFIDENTIAL

Quorn Parish Council is an equal opportunity employer and aims to ensure people are recruited, selected, trained and promoted on the basis of job requirements, skills, abilities and other criteria. The Council will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex, marital status, sexuality, disability or age. No applicant will be disadvantaged, by conditions or requirements, which cannot be shown to be justified as being necessary for the proper performance of the job.

When you have completed this questionnaire, please detach and fold in half and return with your application form. The information from this form will be treated as confidential and not form part of the selection process.

Post Title: Post No: **n/a**

Surname: Forenames (in full)

Date of Birth: Age (years) Number of dependants:

(please indicate in the boxes below as appropriate)

GENDER Male Female

MARITAL STATUS Single Married Living with partner Separated

Divorced Widowed

NATIONALITY British Irish Other (please specify)

Other European Countries in the EU (please specify)

ETHNIC ORIGIN

Which of the following groups best describes your ethnic origin (please tick one box only)

White **Black or Black British**

British Caribbean

Irish African

Any other white background Any other black background

(please specify) (please specify)

Asian or Asian British **Mixed**

Indian White and Black Caribbean

Pakistani White and Black African

Bangladeshi White and Asian

Any other Asian background Any other mixed background

(please specify) (please specify)

Chinese or other ethnic group

Chinese

Other ethnic group

(please specify)

DISABILITY

Quorn Parish Council seeks to make reasonable adjustments to the work environment and work practice to promote the employment of people with disabilities.

The definition of disability, as outlined in the Disability Discrimination Acts 1995 & 2005 states that “a person has a disability for the purpose of the Act if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities”.

Do you have a disability you would like to tell us about? Yes/No

Nature of disability

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