

CRANLEIGH PARISH COUNCIL

JOB APPLICATION FORM



Please complete the form using black ink and return to the address on the back page either by email or by post. All sections of this form should be completed.

VACANCY DETAILS		
Post applied for:-		Closing Date:
Where did you see the advertisement?		
PERSONAL DETAILS		
Surname:		First Names:
Home address:		Telephone Numbers / E-mail addresses: Private: Work: Mobile: E-mail:
Postcode:		Can we contact you at work? YES/ NO
NI Number:	Preferred title:	Valid Driving Licence: YES/NO Penalty Points: Car Owner:
Are you related to (or are you the spouse/partner of) any employee of Cranleigh Parish Council? YES/NO If yes, please give details:		
Canvassing will disqualify your application or make you liable to dismissal if appointed.		

EDUCATION AND TRAINING

From	To	Schools, Colleges, University etc. attended (latest first)	Qualifications attained (with grades)

MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

Organisation	Membership Status	Date Awarded

EMPLOYMENT HISTORY (most recent jobs first)

Please indicate all previous positions held starting with the most recent.

Present Position:		Present Employer:	
Date started:	Current salary:	Reason for wishing to leave:	
From	To	Employer, post and location	Reason for Leaving

NOTICE

Please state the period of notice you are required to give to your present employer:

INFORMATION IN SUPPORT OF YOUR APPLICATION

This should include the following:

1. Your reasons for applying for the job.
2. How your skills, experience and personal qualities relate to the job requirements (please see the person specification and the job description). Include examples of voluntary or unpaid work which you feel supports this if you feel it is appropriate. Please continue on a separate sheet if necessary.

REFERENCES	
Please provide two referees with knowledge of your work/character. One must be your current or most recent employer. If you have worked for your current employer for less than 6 months, please attach another referee's name who must have been a previous employer. If one of your references is a personal one, the referee should not be related to you in any way.	
a) Employer Name Job Title Address Phone Email Can we contact this referee prior to interview? YES/NO	b) Other Referee Name Job Title Address Phone Email Can we contact this referee prior to interview? YES/NO
SPARE TIME ACTIVITIES	
ADDITIONAL INFORMATION	MEDICAL INFORMATION
Please give details of any convictions other than those which are 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. Failure to disclose such convictions could result in dismissal. Any information given will be treated in the strictest confidence.	Please state how many days sickness absence you have taken in the last two years, giving reasons. This also applies to periods of unemployment when you would have been unfit for work.
I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.	
Signed Date	
Completed applications should be sent to: The Clerk, Cranleigh Parish Council, Village Way, Cranleigh, Surrey, GU6 8AF. Email: clerk@cranleighpc.org	