**Corringham Parish Council**

**Application for position of Clerk to the Parish Council**

**Personal details**

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| Surname: | First name & Title: |
| Address: | Telephone:  Mobile phone:  Email:  National Insurance Number: |
| Do you require a work permit to take up employment in the UK? Yes o No o | |
| Are you legally eligible for employment in the UK? Yes o No o | |
| Do you hold a current UK driving licence? Yes o No o | |
| Do you have any driving offences current or outstanding? Yes o No o | |
| Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974) | |
| If offered this position will you continue to work in another capacity? Yes o No o | |
| Please give details | |

**Employment History**

Please tell us about your past employment in reverse chronological order, starting with your present (or last) position. Please continue on a separate sheet(s) if required.

**Name and Address of Employer:**

Date Joined: Date Left:

Job Title:

Duties and responsibilities:

Type of Business: Salary:

Reason for leaving:

**Name and Address of Employer:**

Date Joined: Date Left:

Job Title:

Duties and responsibilities:

Type of Business: Salary:

Reason for leaving:

**Name and Address of Employer:**

Date Joined: Date Left:

Job Title:

Duties and responsibilities:

Type of Business: Salary:

Reason for leaving:

**Name and Address of Employer:**

Date Joined: Date Left:

Job Title:

Duties and responsibilities:

Type of Business: Salary:

Reason for leaving:

**Education and Qualifications**

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| **Date From - To** | **Name of School/College** | **Qualification Gained** |
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**Training & Experience – Please list any relevant Training Courses**

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**Experience – Please tell us about any experience you feel is relevant to your application.**

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**Illness/Accidents**

Do you consider yourself to have any disabilities?

If yes please give details (this will enable the Council to make reasonable adjustments to help accommodate you).

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**Hobbies and interests**

Please tell us about your main hobbies and interests

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**Please tell us about any other outside interests or any other information that you feel supports your application:**

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**Additional Competency questions**

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| Please tell us about a time when you have had to deal with conflict and what was the outcome?  Is there anything you would have done differently? |
| Please tell us how you ensure you effectively work as part of a team: |
| Please give an example of a successful negotiation you have taken part in: |
| Please describe a time where you improved a business process or Council procedure.  What did you do and what was the outcome? |

**References:**

Please supply us with the names and addresses of two referees. One should be your present or last employer where possible.

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| May we approach them now Yes o No o | May we approach them now Yes o No o |

**Are you related to any employee or elected Member of the Council?** Yes o No o

If yes please give details:

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**IMPORTANT NOTICE**

**Failure to answer all the questions on this application or failure to reveal information which may influence a decision on whether or not to employ you will automatically invalidate the application and any offer of employment. Where employment has commenced, this could lead to dismissal.**

**Declaration**

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| **I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.** | |
| **Signature:** | **Date:** |

Please return this completed form to: [clerkcorringhampc@gmail.com](mailto:clerkcorringhampc@gmail.com)

Or by post to: Corringham Parish Council

22, Middle Street

Corringham

Lincolnshire

DN21 5QS