



**APPLICATION FOR EMPLOYMENT**  
**KILLAMARSH PARISH COUNCIL**

**PRIVATE &  
CONFIDENTIAL**

Position applied for:		
Surname/Family Name	Initials	Address:
First Name		
Daytime Telephone:		Post Code:
Home Telephone:		Date of Birth: (if under 21)
E-mail Address:		

**EMPLOYMENT** - Details of present or most recent employment. (Please also give details of any other employment which, with the job applied for, would mean you would be working more than an average of 48hrs per week).

Position Held	Employer and Address	From:  To: (if applicable)
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Brief details of main duties/responsibilities:

Length of notice required or date you could start:

**EMPLOYMENT** - Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (eg unemployment, voluntary work, raising a family, part time work). (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:** The Applicants' Charter states "we will recruit solely on merit". To do this we will seek to match the information you provide against the person specification. 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.

Killamarsh Parish Council is an equal opportunities employer and has publicly committed to this by signing up to the "Two Ticks – Positive about Disabled People" scheme. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the job description are guaranteed an interview.

I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview Scheme

Tick if applicable

## ADDITIONAL INFORMATION

If the post you are applying for is full-time would you like to Job Share it?

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 the Parish Clerk. Please give Post Reference Number and include contact details, for confidentiality purposes this information must not be sent by e-mail.

Other than any details given on Page 1 are you in receipt of any income or pension from Killamarsh Parish Council, including any payments received via agency work?

Have you ever been dismissed from employment with Killamarsh 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)** (Present or most recent employer)  
(\*delete)

**REFEREE (2)** \*Employment/Personal Capacity

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 (unless no alternative exists). However any attempt to influence the process in your favour or on your behalf will disqualify you.*

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.

**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.**

Signature:

Date:

## **'EX OFFENDERS'**

The Parish Council believes that gaining employment is the best help an ex-offender can get to avoid re-offending. However, the nature of some posts requires us to know about criminal records or convictions in order to be able to make informed decisions.

## **RELATIONSHIPS**

If you are a parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece of an existing Councilor 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.**

## **COMPLAINTS PROCEDURE**

If you have a complaint regarding the recruitment process, please write to the Parish Clerk at Killamarsh Sports Centre, Stanley Street, Killamarsh, S21 1EL giving full details; 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.

## **Data Protection**

All applications will be handled in accordance with the Data Protection Act 1998.

**RETURN ALL COMPLETED APPLICATION FORMS  
in an envelope marked Private & Confidential to:**

Mrs. Susan Coldwell, Parish Clerk/R.FO.  
Killamarsh Community Campus  
Stanley Street  
Killamarsh  
Derbyshire  
S21 1EL

Or email: [susan.coldwell@killamarsh-pc.gov.uk](mailto:susan.coldwell@killamarsh-pc.gov.uk)

**BY SUNDAY 17<sup>th</sup> February 2019 midnight at the latest**