



**The Parish Hall, Mansfield Road, Selston, NG16 6EE**  
**Tel: 01773 812012      Email: clerk@selstonparishcouncil.co.uk**

### **Application for employment**

Position applied for:	
-----------------------	--

#### **Personal Details**

Forename:	Surname:
Full address (including post code):	Email address:
	Home telephone number:
	Mobile telephone number:

#### **Employment History**

Please provide information about your employment history, starting with your current or most recent employer. Please continue on a separate sheet if necessary.

Date of employment from and to	Employer's name and address:	Job title and brief summary of responsibilities:	Reason for leaving:


### Education

Please provide information about your education, starting with your most recent qualification(s). Please continue on a separate sheet if necessary.

Date (from – to):	Secondary School / College/University attended:	Qualification	Result

## Training and Development

Please give details of training courses you have attended which are particularly relevant to this role, starting with the most recent course. Please continue on a separate sheet if necessary.

Training Course:	Date Completed:

## Supporting Information

Please provide us with any additional details you feel are relevant to support your application. This may include additional skills, knowledge or experience not mentioned in the previous sections. Please continue on a separate sheet if necessary.

## Reasonable Adjustments

Would you like us to make any specific arrangements to facilitate a fair interview due to a disability? For instance, do you need a wheelchair-accessible interview room?

### Other Information

Do you have any holidays booked?	
Have you worked for us before? If yes, please tell us the role and dates.	

### References

Please provide the names and addresses of two referees to whom confidential enquiries may be made. One must be your current employer. If you are unemployed, we will accept your previous employer or teacher (where you have had no previous employment). We only take up references if you are offered the position.

Full name:	Full name:
Capacity in which known to you:	Capacity in which known to you:
Time known:	Time known:
Occupation:	Occupation:
Address:	Address:
Contact email:	Contact email:
Contact number:	Contact number:

### Data Protection

\*The information provided in the application form will be processed in accordance with current data protection regulations.

We may verify information you supply to obtain employment by consulting a third party or statutory agency at any time. We may provide information from your application to appropriate third parties (e.g. HMRC).

\*If you are unsuccessful in this application, we can hold your information on file in case of future vacancies. Instead of securely shredding it, we will retain it securely for an additional 12 months. You must specifically authorise this below.

## **Right to Work in the UK**

You will be required to provide the appropriate official documents to confirm your right to work in the UK if you are offered an interview.

## **Declaration**

I authorise you to obtain references to support this application if I am offered this post. I will advise my chosen referees of your possible approach.

I consent to the processing of data supplied in this application form for the purpose of recruitment and selection.

I confirm that the above information is correct. I understand that providing false or misleading information to secure employment is misrepresentation. My application may be rejected or employment terminated in such circumstances.

Signature: ..... Date: .....

\* Where your application is unsuccessful this form will be securely shredded at the end of the process. We are happy to keep this information confidentially on file for 12 months in case of further vacancies. Please sign the authorisation below if you wish us to do so.

I authorise you to retain my application and associated personal information for up to 12 months from the date below.

Signature: ..... Date: .....

**PLEASE SIGN AND RETURN THIS FORM IN A SEALED ENVELOPE TO:**

**The Parish Clerk,  
Selston Parish Council, Parish Office, Mansfield Road, Selston, NG16 6EE**