



Kings Worthy Parish Council - Job Application Form

Private & Confidential

Please complete all sections of the form in full

Section A - Personal Information

Forename(s)	
Surname	
Preferred Title (e.g. Mr, Mrs, Miss, Ms, Dr)	
Current address	
Preferred contact telephone number	
Alternative telephone number (if available)	
Email address	
National Insurance Number	

Section B - Present (or most recent) Employer

Name and address of employer	
Job title	
Start date	
Notice required or date left	
If part-time, please give hours worked per week	

Please give details of your main tasks and responsibilities and if possible, your reason for leaving

--

Section C – Employment History

Please give as much relevant information as possible including an explanation of any gaps in your employment including dates.

Names & address of employer	Date from/to (MM/YY)	Job role/duties	Reason for leaving

Section D – References

Please give the name, address and contact details of at least two referees. The first referee should be a present or most recent employer.

Names of referee	
Job Title of referee	
Name of organisation	
Organisation address (including postcode)	
Contact email address	
Contact telephone number	
Capacity in which you know the referee:	

Names of referee	
Job Title of referee	
Names of organisation	
Organisation address (including postcode)	
Contact email address	
Contact telephone number	
Capacity in which you know the referee:	

May references be taken up prior to interview (please indicate)? YES NO

Section E - Additional Information

Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974? If yes, please give full details in the box below:

Section E - Declaration

I hereby confirm the following:

- I confirm that I am entitled to live and work in the United Kingdom and can provide original documentation/proof to confirm this.
- I understand that my employment is subject to references that are satisfactory to Kings Worthy Parish Council.
- I am willing for this data to be held and processed by Kings Worthy Parish Council and to be verified with relevant third parties. This may include previous employers.

This data will be processed in accordance with the Parish Council's data protection, retention and privacy policies, a copy of which are available on our website and by request to the Parish Office.

- The information provided on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, may be referred to the police.

Signed:

Date: