

Hopton-on-Sea Parish Council is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic.

Please answer all the questions in this application form honestly and truthfully and read and sign the declaration and consents at the end of the form to provide the best chance of obtaining an interview.

There are several sections in this form presented as expandable tables.

The completed form should be returned to the Parish Council's offices, or by e-mail to hoptonparishclerk@hotmail.com by 12 midday on Monday 10 February 2025

PERSONAL INFORMATION

Family Name:	
Other family names used (if applicable)	
Forenames	
Marital status	
Permanent address	
Telephone number	
E-mail address	
Your National Insurance number:	
Do you hold a current car driving licence? (Yes/No)	
Do you own a car? (Yes/No)	
Name of person to contact in event of emergency	
Relationship	
Contact details	
What prompted your application (Friend, Advertisement etc.)? <i>If friend, please give name.</i> <i>If an advertisement, please give name of newspaper or journal and date of issue.</i>	
When could you commence employment subject to satisfactory references?	

EDUCATION AND TRAINING

SECONDARY EDUCATION

Name and address of School or FE College	Dates attended From & to (month & year)	Certificates, Diplomas, Degrees, etc. obtained, and/or expected to be obtained (give subjects taken and grade achieved in each subject – including fails)

[add rows as necessary]

FURTHER EDUCATION – Full time

Name and address of School, FE College or University	Dates attended From & to (month & year)	Certificates, Diplomas, Degrees, etc. obtained, and/or expected to be obtained (give subjects taken and grade achieved in each subject – including fails)

[add rows as necessary]

FURTHER EDUCATION – Part time

Name and address of School, FE College or University	Dates attended From & to (month & year)	Certificates, Diplomas, Degrees, etc. obtained, and/or expected to be obtained (give subjects taken and grade achieved in each subject – including fails)

[add rows as necessary]

VOCATIONAL TRAINING

Details of any apprenticeships/training in a trade or profession

Trade or profession	Relevant dates From & to (month & year)	Qualifications obtained, and/or expected to be obtained (give any relevant information)

[add rows as necessary]

Details of any relevant vocational or technical courses taken not included above

Course	Relevant dates From & to (month & year)	Qualifications obtained, and/or expected to be obtained (give any relevant information)

[add rows as necessary]

Details of membership of any Professional or Technical Bodies

Professional or technical body (name in full)	Relevant dates From & to (month & year)	Grade of membership (give any relevant information)

[add rows as necessary]

EMPLOYMENT

PRESENT OR MOST RECENT EMPLOYMENT

Employer's name and address	
Postcode	
Telephone number	
Nature of business	
Position and brief description of duties	
Date commenced	
Date ended (if relevant)	
Name and position of person to whom responsible	
Present salary	
Reason(s) for wishing to leave present employment:	
Leaving date or length of notice required	
When may we approach your present employer for references?	

PREVIOUS EMPLOYMENT

Please give **brief** details of all previous employment, including service in HM Forces and periods of unemployment, starting with the post immediately before the one above and working back in time.

Employer's name and address	
Dates from & to (month & year)	
Position held and brief details of duties	
Reason(s) for leaving and salary on leaving	

[please copy and insert the above table as many times as necessary for your application]

CURRICULUM VITEA (CV)

You may attach a CV in support of your application, if you wish.

The assessment of your suitability will be based mainly on this application form and the selection interviews.

RELEVANT EXPERIENCE

The information you provide in this section is very important in assessing your application.

Please give **brief** details of your EXPERIENCE, ATTAINMENT, KNOWLEDGE, COMMUNICATION SKILLS, and PERSONAL ATTRIBUTES demonstrating how they would enable you to cope with the demands of the post described in the Job Description.

The ability to present essential information clearly and succinctly is a key requirement of this post.

You may present this information below in any way that you think will demonstrate your suitability for the post.

[insert the information here]

LEISURE ACTIVITIES AND INTERESTS

The information you provide in this section will give us a fuller picture of your character and will only be considered where it may be relevant to the requirements of the post.

The ability to present information clearly and succinctly is a key requirement of this post.

You may present this information below in any way that you think will demonstrate your suitability for the post.

[insert the information here]

OTHER SUPPORTING INFORMATION

PREVENTION OF ILLEGAL WORKING

The Council has legal obligations to ensure that you can work legally in the UK.

Before taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are you eligible to work in the UK? (Yes / No)	
Do you require a work permit to take up employment in the UK? (Yes / No)	
Are there any restrictions on your residing in the UK? (Yes / No)	

REHABILITATION OF OFFENDERS ACT 1974

A criminal record will not necessarily be a bar to obtaining employment with the Council.

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974.

(Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions.)

[insert the information here]

OTHER DUTIES OR RESPONSIBILITIES

Please give details if you are actively involved in the work of any society, organisation, committee or Local Government, or a Voluntary or Armed Service Reservist.

[insert the information here]

EQUALITY ACT 2010

Hopton-on-Sea Parish Council is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic.

Do you have any protected characteristic that you wish to disclose at this stage?

If so, please provide the information here, or in person at the interview (if you prefer):

(You are under no obligation to reveal anything that you do not wish to disclose)

Are there any reasonable adjustments that we could make to enable you to attend interview?

If so, please provide the information here:

DECLARATION

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made.

I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

SIGNED:

FULL NAME

DATE

Please note that you will be asked to provide documentary proof of any qualifications you may hold, as well as producing your driving licence.

CONSENT under the Data Protection Act and GDPR

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data.

Please see Council's Data Privacy Statement and Policy on our website for further information.

Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment.

Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

I give my consent

I wish to find out more information or to check what personal data is being collected and processed before giving my consent.

SIGNED:

FULL NAME

DATE