

# FRANKTON PARISH COUNCIL

This application form is an integral part of our selection procedure. It is designed to enable you to give us a meaningful written representation of yourself and your career to date. Please complete the form as accurately as possible

Position applied for	Clerk and RFO
----------------------	---------------

Section A: Personal details	
Name	
Address	

Section B: Contact details	
Telephone number(s)	
Mobile phone number	
Email address	

Section C: Education, training and qualifications	
A-level or equivalent results obtained	
College/university attended (if any)	
College/university results obtained	
Do you hold any qualification relating to Local Council Administration? e.g. Certificate in Local Council Administration or Local Policy (certificate, diploma, degree) (please tick yes or no)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section D: Current employment	
Job title	
Name of employer	
Address of employer	
Is your current employment full time or part time?	
If part time, how many hours a week do you work?	

**In no more than 100 words, please give a brief description of current duties**

**Section E: Employment history in last 10 years**

Please add any further substantive employment if relevant to your application

<b>Employer</b>	<b>Position held</b>	<b>From (year)</b>	<b>To (year)</b>	<b>Full or part time</b>

**Section F: References**

Please provide two referees (one of whom should be your present or last employer).

Your nominated referees will only be contacted in the event that the Parish Council wishes to appoint you. Appointments will be subject to satisfactory references and proof of right to work in the UK being provided.

	Referee #1	Referee #2
Name		
Address		
Position (if any)		
Telephone number		
Email address		

**Section G: Declaration**

To the best of my knowledge, the information I have provided is correct. I understand that giving false information, or omitting to provide relevant information, may disqualify my application and, if I am appointed, may lead to my dismissal.

Signature of applicant	Date
------------------------	------

Please also complete Section H (below) and return with this application form **either by email** (preferred) to: franktonparishcouncil@gmail.com

Marked 'Confidential – FAO Vacancy' in the subject heading.

**Your attention is drawn** to the accompanying documents 'Job Description', and 'Advert'. By completing this form, you acknowledge you have read the accompanying documents.

An acknowledgement of receipt will be provided upon receipt. If you are invited to interview, you will be asked to bring with you evidence of your entitlement to work in the UK in accordance with the requirements of the Immigration Act 2014.

**Section H: Supporting statement in addition to your letter of introduction (provided separately)**

Using no more than 300 words please indicate how your experience, skills and training equip you for the job advertised.

**Please indicate your word count here: 300**