

CONFIDENTIAL

HEADLEY PARISH COUNCIL

APPLICATION FOR THE POST OF: CLERK & EXECUTIVE OFFICER

Please return the completed form to:

Melanie Wathen
Clerk & Executive Officer
Headley Parish Council
Parish Office, Arford Road
Headley
Hampshire
GU35 8LJ

Email: clerk@headleypc.co.uk

Interview: w/c 28 March 2022

1. PERSONAL DETAILS

Surname:

Address:

First names:

Title: Mr / Mrs / Ms / Miss

Tel No: Home:

Tel No: Work:

Email:

2. EDUCATION AND PROFESSIONAL QUALIFICATIONS (please give as much detail as you feel appropriate)

Dates: From / to	Schools / Colleges attended from the age of 11	Examinations passed / Qualifications obtained	Level

3. MEMBERSHIP OF PROFESSIONAL BODIES

4. CAREER DETAILS

(a) Present employment (or most recent)

Name and address of employer	Dates	Position Held	Reason for leaving
			<p>Present Salary</p> <p>£</p> <p>Period of Notice:</p>

Outline of current job and responsibilities:

(b) Previous Employment:

Name and address of Employer:	Dates:	Position Held and Summary of Duties:	Reason for Leaving:

5. ADDITIONAL INFORMATION / EXPERIENCE

Please provide a description of your experience, including any specialist work undertaken, relevant training courses and personal qualities which make you suitable for this post (include any voluntary work, activities undertaken which are relevant to the job and any other information in support of your application).

It is important that this section is completed as fully as possible to give you the best opportunity. Continue on a separate sheet if necessary.

6. GENERAL INFORMATION

Are you related to an Elected Member of Employee in this Council? If yes, state name, position and relationship: <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence or been the subject of a conditional discharge or probation order?	Yes / No
Do you hold a current driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a vehicle available for work purposes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any support that you will need during the selection process so that we can ensure that you are treated as favourably as all other applicants.	
Please indicate where you saw this vacancy:	

7. REFERENCES

Please give details of two people who will be able to provide a reference for you. One should be your present (or most recent) employer. Any offer of employment will be subject to satisfactory references.	
<p>1. Name <input type="text"/></p> <p>Position: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Tel No: <input type="text"/></p> <p>Relationship to candidate: <input type="text"/></p>	<p>2. Name <input type="text"/></p> <p>Position: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Tel No: <input type="text"/></p> <p>Relationship to candidate: <input type="text"/></p>
<p>I certify that the above information is correct and acknowledge the following will result in disqualification of my application or dismissal if appropriate:</p> <p>I. the provision of false information, either expressly or implicitly in this application or any other part of the selection process;</p> <p>II. canvassing a Member or senior officer of this Authority in respect of this application.</p> <p>Signed: <input type="text"/> Date: <input type="text"/></p>	