

BIRSTALL PARISH COUNCIL

APPLICATION FOR EMPLOYMENT (CONFIDENTIAL) (Must be completed in Black Ink Only)

Post Applied For:	ADMINISTRATION ASSISTANT
Closing Date:	3 p.m. on Thursday, 10 February 2022

Personal Details	
Surname:	
First Names:	Date of Birth: ___ / ___ / _____
Address:	Telephone Numbers:
Post Code:	Day:
Email Address:	Evening:
	Mobile:

Disability Discrimination Act 1995
Do you consider yourself to be a disabled person?
If you are invited for interview, would you require any special access requirements?

Rehabilitation of Offenders Act 1974 (please refer to the attached information before answering this section)
Have you at any time been found guilty by a court or Court Martial of any offence that is not spent?
If YES, give details and dates:

General Information

Have you had any serious illness, which may affect your ability to do the job?

Number of days sickness absence from work in the last 2 years.

Number of occasions

Do you hold a full current driving licence?

YES / NO

Do you have a vehicle available for work?

YES / NO

Are you related to a Councillor or employee of the Parish Council?
If YES please give name.

Employment History

Employer's name and address:

Date Commenced:

Notice Period:

Salary/Wage:

Main duties and responsibilities:

Please continue on a separate sheet if necessary.....

Reasons for leaving or wanting to leave above employment:

Please continue on a separate sheet if necessary.....

Previous Employment (starting with the most recent)

Date From:	Date To:	Name, location and nature of employer's business	Position held:	Reason for leaving:

Relevant Experience – Please use this section to submit relevant information which demonstrates your ability to meet the person specification and job description for this role, including achievements and skills gained in any unpaid activities that you consider relevant to the post. CV's will not be considered.

Please continue on a separate sheet if necessary.....

Good understanding of Parish Council – Please use this section to submit relevant information which demonstrates your understanding of issues facing Parish Councils and the environment within which they operate.

Please continue on a separate sheet if necessary.....

Educational Qualifications

Date	Subject	Level	Grade

Course	Dates	Length of course

References:

Please give the names and addresses of two people (not relatives) one of whom should be your current employer (or last if not currently employed), from whom confidential references may be obtained.

1. Name and Address:

2. Name and Address:

Tel No:

Tel No:

Capacity in which the referee knows you

Capacity in which the referee knows you:

Please give dates you cannot attend for interview:

I declare that to the best of my knowledge, the information on this application is true and if appointed, I agree to consent to the Council undertaking a criminal record check on me. I understand that any failure to disclose information, or any attempt to mislead the Council may, if I am appointed, lead to disciplinary action being taken. I understand that any canvassing, directly or indirectly, or failure to disclose any relationship to a Councillor or employee of the Council will disqualify me as a candidate.

Signed: _____

Date: ___ / ___ / _____

Please return the completed forms marked **PRIVATE & CONFIDENTIAL** to:

**SUE COULSON – CLERK TO THE COUNCIL
BIRSTALL PARISH COUNCIL
COUNCIL OFFICES
BIRSTALL ROAD
BIRSTALL
LIECESTER LE4 4DH**

Rehabilitation of Offenders Act 1974 – Guidance Note

Details are only required for convictions that are not 'spent'.

Examples:

Sentence	Conviction becomes 'spent' after:
Sentence or suspended sentence over 2 ½ years	Never
Sentence or suspended sentence between 6 months and 2 ½ years	10 years
Cashiering, discharge or dismissal with disgrace from HM Forces	10 years
Sentence or suspended sentence 6 months or less	7 years
Borstal training or dismissal from HM Forces	7 years
Detention, fine or Community Service Order	5 years
Probation order, conditional discharge or Bind Over	1 year
An absolute discharge	6 months

If you were under 17 years of age on the date of conviction, the periods above should be halved.

EQUAL OPPORTUNITIES

Birstall Parish Council aims to be an Equal Opportunities employer. In accordance with Council policy and legislation which promotes equality of opportunity the Council monitors applications for employment. In order to help the Council monitor the effectiveness of its policy (and for no other reason); you are asked to provide the information requested below. This information is confidential.

Post Title: **ADMINISTRATION ASSISTANT**

Surname

Forenames

Title

Date of Birth

Male

Female

Disabled

How would you describe your ethnic origin? (please tick one box)

White

Indian

Black Caribbean

Pakistani

Black African

Bangladeshi

Black

Chinese

Other (Please specify).....

How did you learn of this vacancy?

Signed:

Date:

If you feel that you have been discriminated against in the selection procedure, please write to The Clerk, Birstall Parish Council, Council Office, Village Hall, Birstall Road, Birstall, Leicester, LE4 4DH. Telephone 0116 267 6191.

Thank you for your co-operation