

Ludgvan Parish Council

Application Form

Post Title: Clerk to the Council (part-time 30 hours per week)

Personal

Full name:	_____		
Address:	_____	Daytime tel:	_____
	_____	Mobile:	_____
	_____	Age:	_____
	_____	Full driving licence:	YES / NO
Post Code:	_____	Access to car:	YES / NO
Email:	_____		

Education

From / To	School / University/etc.	Qualifications

Recent Employment History (latest first)

Dates	Name & address of Organisation	Position held & brief summary of duties	Reason for Leaving

Training

Please give details of any formal training you have undertaken which may be relevant to this position.

Course	Grade Achieved

Please add below any supplementary information, relevant to your application not covered elsewhere. If appropriate, include membership of organisations, societies and clubs, and note offices held.

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Please use this space to explain why you are applying for this post and what you would bring to this role, should you be successful. Please use the enclosed continuation sheet if necessary

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Are you legally eligible for employment in the UK?	YES / NO
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I confirm that to the best of my knowledge, the information provided in this document is correct and complete and gives a fair representation of my qualifications and employment history. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Extracts from Standing Orders:

If a candidate for an appointment with the Council is to his/her knowledge related to any member of or the holder of any office under the Council he/she shall disclose the relationship in writing to the Clerk.

Canvassing of members of the Council, either directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment.

Signed: _____

Date: _____

CONTINUATION SHEET

Please use as required