

# Pontesbury Parish Council

## APPLICATION FOR EMPLOYMENT

*Please type or complete this application form in black or blue ink.*

Please return this form by 17.00 Monday 28<sup>th</sup> March 2022, preferably by email to [clerk@pontesburypc.org.uk](mailto:clerk@pontesburypc.org.uk) or to the following address:

8 Holbache Road, Oswestry, Shropshire, SY11 1RP Tel: 01691 661157

### POST APPLIED FOR: Finance/Admin Officer

FIRST NAME(S):	SURNAME:
ADDRESS:	Do you have a car available for use at work? YES                      NO                      (please circle)
POSTCODE:	Do you have a current driving licence? YES                      NO                      (please circle)
CONTACT NO(S):	
EMAIL ADDRESS:	

### CRIMINAL CONVICTIONS

In accordance with the Rehabilitation of Offenders Act 1974, please give details of any criminal convictions, which may be relative to your application.

**RELATIONSHIP TO COUNCIL MEMBER OR COUNCIL EMPLOYEE**

To your knowledge, are you related to any member or employee of the Council? (Please circle).

**YES**

**NO**

If YES, please provide details:

NB: Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed, may be dismissed without notice.

**EDUCATION & TRAINING (from age 11) Please provide details of qualifications achieved**

<b>QUALIFICATIONS (Type &amp; Subject)</b>	<b>NAME OF SCHOOL, COLLEGE, UNIVERSITY.</b>	<b>GRADE / LEVEL ATTAINED</b>

**TRAINING**

Please give details of any training you may have undertaken which may be relevant to the post applied for:

**MEMBERSHIP OF PROFESSIONAL BODY**

NAME OF PROFESSIONAL BODY	LEVEL OF MEMBERSHIP	DATE ACHIEVED MM/YY

**WORK HISTORY**

**PRESENT EMPLOYER:**

NAME & ADDRESS OF EMPLOYER	POSITION HELD & BRIEF OUTLINE OF DUTIES	PRESENT SALARY, SCALE/GRADE & REASON FOR LEAVING

**PREVIOUS EMPLOYERS – Most recent first. Show any gaps in employment and indicate what you were doing in that time, including voluntary work if you wish.**

<b>NAME &amp; ADDRESS OF EMPLOYER</b>	<b>POSITION HELD &amp; BRIEF OUTLINE OF DUTIES</b>	<b>PRESENT SALARY, SCALE/GRADE &amp; REASON FOR LEAVING</b>

**Continue on a separate sheet if necessary.**

**Please tell us why you consider you are a suitable candidate for this appointment.**

Please make it clear why you are interested in the position, what relevant skills you have and what relevant experience you have to offer. Make sure you state your skills and experience in relation to the main duties and responsibilities in the Job Description and the key criteria in the Person Specification. (Continue on a separate sheet if necessary.)

