



PLEASE COMPLETE IN FULL, WITH BLACK INK AND PRINT WHERE POSSIBLE.

PLEASE DELETE AS APPROPRIATE*

Post Applied For		
ASSISTANT TO THE CLERK/ADMINISTRATOR		
Personal Information		
Title and First Name(s):		
Surname:		
Address:		
Postcode:		
Contact Numbers:		
Email Address:		
Eligibility to work in the United Kingdom		
We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide appropriate documents, such as passport, visa or birth certificate to confirm this. (Further details are available from the UK Border Agency website).		
Do you have a legal right to live and work in the UK?	*YES / NO	
Current Employment		
Please provide details of your current employment:		
Name and Address of Employer	Position held and Brief Outline of Duties	Present Salary, Scale/Grade and Reasons for Leaving
Notice Period:		

Employment History

Most recent first, show any gaps in employment since leaving full time education and indicate what you were doing in that time including voluntary work:

Name and Address of Employer	Position Held and Brief Outline of Duties	Salary, Scale/Grade and Reasons for Leaving

Education History

Please provide details of your education:

Name and Address of School, College and/or University	Qualifications and Grades	Date(s)

Qualification History		
Subject	Result and Qualification Achieved	Date of Completion
Membership of Relevant Professional Bodies		
Please provide details of any memberships you have with any organisation which may be relevant to the job you are applying for:		
Association	Membership Type and Registration Number	Expiry Date
Training		
Please provide details of any relevant training, learning and development starting with your current or most recent experience:		
Course Title	Awarding Body and Result	Completion Date

Supporting Information (Skills and Experience)

Tell us why you consider yourself a suitable candidate for this appointment. Ensure your comments clearly cross reference the Job Description and Person Specification supplied for this role:

References	
Two references are required both of whom should be able to comment on your work/career background. Please include your most recent employer	
First Referee	Second Referee
Name:	Name:
Address:	Address:
Telephone No:	Telephone No:
Email:	Email:
How long have they known you?	How long have they known you?
In what capacity?	In what capacity?
Can the person be contacted prior to interview? *YES / NO	Can the person be contacted prior to interview? *YES / NO
Relationship to Parish Council Employees or Council Member	
Are you related to any employee or council member for the organisation you are applying to? Canvassing or failure to make proper disclosure may disqualify you for the appointment and if appointed, shall render you liable for dismissal without notice.	* YES / NO
If YES, please provide details:	

Data Privacy Statement

Privacy Notice under the Data Protection Act (General Data Protection Regulations from 26th May 2018) Stirchley and Brookside Parish Council is collecting Personal Identifiable Information to enable it to process your job application and to monitor against statutory requirements e.g., Equality Act 2010. This information is being processed under DPA – Schedule 2 (2a) (GDPR 2018 -Article 6 (1)b) and DPA – Schedule 2 (2a) (GDPR 2018 – Article 9 (2)b).

If you are successful and subsequently appointed this information will be use for the purpose of: contractual obligations as an employer to keep you informed on matters relating to your employment detection and prevention of fraud and over payments from the public purse completion of statutory returns improving the management of its workforce data across the sector enabling development of a comprehensive picture of the workforce and how it is deployed informing the development of recruitment and retention policies allowing better financial modelling and planning enabling monitoring of protected characteristics to support compliance with the Equality Act 2010.

This information will be treated as confidential and will not be used when short-listing or deciding on whether an applicant is successful or unsuccessful in obtaining employment. If you are successful in obtaining employment with the Council, the Council will retain this information for the period of your employment and following 6 years following the termination of your employment.

Your personal data will be retained for 6 months from when you are appointed and once it reaches its retention end date your information will be deleted. If you are unsuccessful in obtaining employment your data will be retained for 6 months from the time you are made unsuccessful. Once it reaches this retention end date it will be deleted/destroyed along with any other information gathered throughout the recruitment process.

Stirchley and Brookside Parish Council does not share any Personal Identifiable Information collected with external organisations unless required to do so by law. For further details on the council’s privacy arrangements please view the privacy page on the council’s website.

Candidate Declaration

I hereby consent to the recruiting organisation processing and retaining my personal data contained within this application form for recruitment, selection and employment related purposes in relation to this application only.

I declare that all statements I make in this application are true and, to the best of my knowledge and belief, that I have not withheld any relevant information.

I understand that if I have made any false statements or omitted any information, I am liable to have my application rejected, or if appointed, liable to be dismissed.

Signed:

Date:



PLEASE NOTE: Do not include a CV as this will not be considered part of your application. If any box is insufficient to cover your response, please attach separate sheet(s) headed with section referred to.

Applications to be returned by email or post to:

Email: chris.maclean@sbpc.org.uk

Post: Chris Maclean
Locum Clerk/RFO to the Council
Stirchley and Brookside Parish Council
The Sambrook Centre
Grange Avenue
Stirchley
Telford
TF3 1FL