

The Grange, Vicarage Lane, Radcliffe-on-Trent, Nottingham, NG12 2FB
Tel: 0115 933 5808 Email : clerk@rotpc.com

N.B. This form should be completed in either your own handwriting (in black ink preferably) or typed.
 Before completing this Application Form, please make sure that you have read the accompanying Person Specification carefully.
 Shortlisting is done on the basis of information contained on the application form. We therefore advise you to give the fullest description of your skills, qualifications and experience in relation to the Person Specification so that we may consider your application most favourably.
The submission of a standard CV is not an acceptable alternative and will not be considered.

APPLICATION FOR THE POST OF:		
Surname:	First names:	
Address:	Daytime telephone No.	Evening telephone No.
Email Address:		

Do you hold British Citizenship?	Yes / No
Or	
Are you legally entitled to reside & work in the UK?	Yes / No
Please note that, under Section 8 of the Asylum & Immigration Act, you will be required to provide proof if selected.	
Do you have a criminal record?	Yes / No If yes, please provide details.

REFERENCES

1. Name and Address:	Status:	Contact before interview? Yes / No
2. Name and Address:	Status:	Contact before interview? Yes / No

Friends and relatives are not acceptable. One of your referees must be your present or most recent employer or school/college

HEALTH

Do you require any adjustments for interview due to any disability?

Successful applicants will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination. Details of your sickness absence record will also be requested from your employment referee

Signed:	Date:
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EMPLOYMENT

Please give details of all paid employment starting with your most recent post and working back. Include any periods of unemployment

Dates	Employer's name and address	Position and duties

NOTICE PERIOD

What period of notice are you required to give? (If applicable).

EDUCATION

Please give full details of any educational or Professional qualifications (e.g. Degrees, GCSEs, A Levels etc) gained and of relevant training courses that you have attended, including school/college/awarding body

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INFORMATION IN SUPPORT OF YOUR APPLICATION

Please indicate what skills, experience and interests you would bring to this job.
Please refer to the Person Specification and **give example(s) illustrating each attribute.**
Continue on a separate sheet if necessary.

VOLUNTARY WORK

Please give details, with dates, of any involvement in voluntary work which you consider relevant to this post.

OTHER INFORMATION

Please provide any other information which you feel may assist us (e.g. dates when you would be unavailable for Interview).

Please return this form, in an envelope marked "Confidential" to:
The Parish Clerk
Radcliffe-on-Trent Parish Council
The Grange
Vicarage Lane
Radcliffe-on-Trent
Notts NG12 2FB

Or alternatively send by email to clerk@rotpc.com