

BRAMPTON PARISH COUNCIL

Application for Employment

Surname	Forename	Title	D.O.B: N.I.Number
Address		Telephone numbers:	
Post code e-mail address		Day	Evening
		Mobile	

Where did you learn of this vacancy?

.....

Please send your completed application form by Friday 30 April 2021 by email to bramptonparishcouncil@hotmail.co.uk or by post to

Brampton Parish Council
15 Old Park Road
Sheffield
S8 7DS

An Equal Opportunities Employer

Brampton Parish Council is an equal opportunities employer and is committed to providing equality of employment opportunity to all sections of the community regardless of their colour, disability, age, HIV status, marital status, race, religion, gender, sexual identity, political beliefs or ethnic/national origin. The Council's policy also aims to ensure that applicants are not disadvantaged by job conditions or requirements which are not relevant.

General Guidance Notes

Please read all the following notes **before** completing your application

- Decisions about who will be selected for interview will be based only on the information you give on your application form. Therefore, application forms should be filled in as completely and as clearly as possible.
- False or misleading information on this form will disqualify you from appointment, or if appointed, will render you liable to dismissal without notice.
- Please ensure that this form is returned by the closing date to ensure consideration.
- All offers of employment will be subject to references satisfactory to us, proof of qualifications if required and evidence of medical fitness.
- The appointment of applicants not currently employed by the Parish Council will also be subject to a probationary period.
- Copies of references and qualification certificates **should not** be enclosed with this application. Any such requirements will be advised in letters to short listed candidates.
- Pre-prepared curriculum vitae **will not** be accepted, either in full or in part, with this application.
- You will need to **demonstrate** that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient simply to state that you fulfil certain criteria and unsupported statements will not be accepted. The short-listing panel will be looking for evidence which illustrates **relevant** skills, knowledge and experience.
- In pursuing our obligations under the Disability Discrimination Act 1995, we will assess applicants' merits as they would be **after** any reasonable adjustments had been made. Therefore, all applicants invited to interview will be asked a question at interview about any adjustments that would enable them to do the job.
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Present or most recent employer

Employer's name and address	To: Dates From:
Job title	
Please outline your duties and responsibilities:	
Reason for leaving:	

Length of notice or date available:	Current grade/salary
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Previous employment

Please give details of all previous employment including temporary or voluntary work, starting with your most recent employment. Please include periods of non-employment. Please continue on a separate sheet if necessary.

Name and address of employer	Job Title And main responsibilities	Dates To--From	Reason for leaving
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Give details of membership of professional or technical bodies/associations and registrations

Professional body	Membership Level	Date joined	Professional Reg. No./Ref
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Education and Training

Education – Please give details of education received in this country or abroad and qualifications obtained with dates. Please continue on a separate sheet if necessary.

Establishment attended:	Course title/subject	Qualification	Dates

Professional and Vocational Training – Please give details of any occupational training received in this country or abroad and qualifications obtained with dates.

Establishment attended	Course attended	Qualification	Dates

Experience and reasons for applying

Please give further details of previous experience, skills and aptitudes which you consider relevant to this post together with your reasons for applying. Please continue on a separate sheet if necessary.

Other Details

Please provide brief details of your interests/hobbies which you think may be of interest to the selection panel

If you have a disability and require special arrangements to be made to the selection process, please state below:

Do you hold a current driving licence? Yes No

Do you have regular use of a vehicle? Yes No

How many days off sick have you had in the last two years?

Criminal convictions -

Have you any criminal convictions which are not regarded as spent? Yes No If
yes, please provide details

Please note that having a criminal record will not necessarily bar you from working with us.

Do you have a close personal relationship with a Councillor or an employee of the council (ie. Parent, grandparent, partner, child, stepchild, adopted child, brother, sister, uncle, aunt, niece or any such person's partner)?

Yes No

Any candidate who fails to disclose such a relationship shall be disqualified, and if appointed shall be liable to dismissal without notice.

If you have answered yes, you must declare the name and relationship involved below.

Name	Designation	Service Area	Relationship

Please Note

The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor or Officer for any appointment with the Council.

References

Please nominate two referees. One referee should be your present/most recent employer. In certain circumstances e.g. if you are a school leaver or have had a long career break, a personal reference may suffice.

No one involved in the shortlisting or interviewing process is permitted to act as referee for a candidate, therefore please check before nominating any internal referee. You should confirm the willingness of your referees to act in this capacity before nominating them.

Name	Name
Position	Position
Organisation	Organisation
Address	Address
Email address	Email address
Tel no.	Tel no.
Mobile No.	Mobile No.
Can references be taken up without further approval? Yes <input type="checkbox"/> No <input type="checkbox"/>	

IMPORTANT. Before signing this form, please read the following:

I declare that I have read and understood all the information provided with this application.

For the purposes of GDPR, I consent to the information contained in this form, and any information received by or on behalf of Brampton Parish Council relating to the subject matter of this form, being processed by them in administering the recruitment and appointment process.

I understand that any offer of appointment and subsequent employment is dependant upon this declaration, the information contained within this application, and the General Guidance Notes provided within the application form.

To the best of my knowledge and belief the information contained in this form is accurate. It is understood that any deliberately false statement or omission may result in dismissal without notice.

Signature:..... Date:

Please advise us of any other information relevant to the recruitment process and any special requirements you may have.