# Westfield Parish Council Job Application Form

Please complete in black ink

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| ***Position applied for:***  | ***Closing date:*** |
| **FINANCE OFFICER** | **5th July 2021** |
| ***Surname:*** | ***First names and title:*** |
|  |  |
| ***Address:*** | ***Telephone:*** ***Mobile:*** ***Email:*** ***National Insurance Number:*** |

## Personal Details:

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| Do you require a work permit to take up employment in the UK? | Yes [ ]  No [ ]  |
| Are you legally eligible for employment in the UK? | Yes [ ]  No [ ]  |
| Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974). |
| If offered this position, will you continue to work in any other capacity? | Yes [ ]  No [ ]  |
| Do you require any adjustments for the interview and selection process? If so, please give details | Yes [ ]  No [ ]  |

## Employment History

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

### Name & Address of Last Employer:

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#### Date joined: Date Left:

#### Job Title:

#### Describe your duties and responsibilities:

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#### Salary: Type of Business:

#### Reason for Leaving:

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### Name & Address of Employer:

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#### Date joined: Date Left:

#### Job Title:

#### Describe your duties and responsibilities:

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#### Salary: Type of Business:

#### Reason for Leaving:

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### Name & Address of Employer:

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#### Date joined: Date Left:

#### Job Title:

#### Describe your duties and responsibilities:

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#### Salary: Type of Business:

#### Reason for Leaving:

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### Name & Address of Employer:

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#### Date joined: Date Left:

#### Job Title:

#### Describe your duties and responsibilities:

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#### Salary: Type of Business:

#### Reason for Leaving:

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### Name & Address of Employer:

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#### Date joined: Date Left:

#### Job Title:

#### Describe your duties and responsibilities:

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#### Salary: Type of Business:

#### Reason for Leaving:

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## Education and Qualifications (including Membership of Professional Bodies)

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| Date from/to | Name of School, College or University | Qualifications Gained |
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## Training

Please list any relevant training courses attended below:

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## Interests, hobbies, sports

Please give details of all your spare time interests and hobbies including details of membership of bodies, committees, voluntary work and so on.

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## Additional Competency Information

Please provide specific examples in response to the following questions:

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| Please tell us what personal qualities you have to enable you to work successfully in this role. |
| Using specific examples, please describe how you meet the person specification (300 words max) |

## Please give details of any other information you feel will support your application:

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## References

Please give the names and addresses of two referees. One should be your present or last employer if possible.

***Referee 1 Referee 2***

|  |  |
| --- | --- |
| *Name* | *Name* |
| *Address* | *Address* |
| May we approach them now? Yes [ ]  No [ ]  | May we approach them now? Yes [ ]  No [ ]  |

Are you related to any member or employee of this Council? Yes [ ]  No [ ]

If yes please give full details:

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***Data Protection***

The Data Protection Act 1998 and the General Data Protection Regulation (GDPR) set out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent that we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required to obtain your explicit consent. Accordingly, please sign the consent section below.

**I consent to my personal information being used for the purposes and on the terms set out above.**

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| *Signature:* | *Date:* |
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# IMPORTANT NOTICE

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

# DECLARATION

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| ***I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.***  |

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| *Signature:* | *Date:* |
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Please return your completed application, together with a covering letter, to Lesley Close, Parish Clerk, Westfield Parish Council, Oval Office, Cobblers Way, Westfield BA3 3BX or electronically to parishclerk@westfieldparishcouncil.co.uk

